Macomb Township

REQUEST FOR PROPOSAL
For

HEATING, VENTILATION, AIR CONDITIONING (HVAC)
CONTROLS UPGRADE AND CONTROLS SERVICE AGREEMENT

Macomb Township is soliciting sealed bids to award a HVAC Controls Upgrade and Controls Service Agreement. By responding to this Request, the bidder agrees to perform in accordance with the terms and conditions set forth herein.

Issue Date: November 10, 2010

Pre-Proposal Meetings: November 23, 2010 at 9:00 AM Local Time
Macomb Township – Town Hall Bldg.
54111 Broughton
Macomb, MI 48044

Pre-Proposal Question Deadline: December 1, 2010 at 2:00 PM Local Time

Proposal Deadline: December 6, 2010 at 10:00 AM Local Time
Macomb Township – Clerks Office
54111 Broughton
Macomb, MI 48044

Purchasing Contact: Donald C. Boza
(586) 992-0710 Ext 263
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LEGAL NOTICE

Macomb Township
Advertisement for Bids

Macomb Township is soliciting sealed bids to award a HVAC Controls Upgrade and Controls Service Agreement. By responding to this Request, the bidder agrees to perform in accordance with the terms and conditions set forth herein.

Bids/proposals will be publicly opened and read aloud in the Board Room, at the time and address delineated below. All bids must be clearly addressed to the Clerk’s Office and include the bid name and number on the outside of the envelope/package.

Bid/Proposal Deliveries: It is recommended that bid proposal deliveries be made either in person, mail or an alternate delivery method ensuring delivery to the address below. 

**Bidder shall bear full responsibility for ensuring that the bid proposal is delivered to the specified location by due date and time.** Late bids will be rejected as non-responsive.

**PROPOSAL NAME:** HVAC Controls Upgrade & Service Agreement

**PROPOSAL NO.:** RFP-DB-2010-2

**DUE DATE/TIME:** 10:00 AM, December 6th, 2010

**MAIL OR DELIVER TO:** Macomb Township – Clerk’s Office
54111 Broughton
Macomb, MI 48044

The Township reserves the right to reject any and all bids and to waive any informality in bids received, deemed to be in the best interest of the Township. No officer or employee of the Macomb Township shall have a financial interest, direct or indirect, in any contract with the Macomb Township.
INSTRUCTIONS TO BIDDERS

DATE November 10th, 2010

Macomb Township is requesting “Requests for Proposal” from companies which can provide a turn-key solution for the evaluation, rehabilitation, and repair of existing HVAC infrastructure including an expandable building management control system (BMCS). The scope of work will require the successful Proposer (Vendor) to conduct an initial assessment to investigate, review, and confirm their understanding of the Township’s needs prior to commencement of work. Thereafter, and if the Township accepts the vendor’s final proposal, the contractor will be required to install, test and maintain the system as described in the scope of work of the RFP. Only companies providing comprehensive proposals will be considered.

1. Sealed proposals for HVAC Controls Upgrade and Controls Service Agreement are to be received by Macomb Township at the office of the Township Clerk, 54111 Broughton Rd., Macomb MI  48042 until Monday, December 6, 2010 at 10:00 a.m. after which time they will be publicly opened and read in the Board Room of the Macomb Township Offices. RFP responses are not accepted via fax transmission.

MARK ENVELOPES: RFP-DB-2010-2, TITLE ON THE LOWER LEFT-HAND CORNER.

2. The bid proposals will be for HVAC Control Upgrades and a Service Agreement. Specifications are listed in the bid proposal form on file in the office of the Township Clerk.

2.1 TOWNSHIP BID RIGHTS: All bids shall specify terms and show delivery dates. The Township reserves the right to reject any or all bids, to waive any informality in the bid proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of Macomb Township.

2.2 TOWNSHIP FORMS: All bids submitted must be on Macomb Township bid proposal forms. If more than one bid is submitted, a separate bid proposal form must be used for each. Forms are obtainable at the Township Clerk, Macomb Township Hall or on the MITN (Michigan Intergovernmental Trade Network) website at www.mitn.info.

2.3 TAX EXEMPTION: Governmental entities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid proposal figure. The Township can furnish the successful bidder(s) with tax exemption certificates when requested.

2.4 F.O.B. TERMS: The item(s) are to be F.O.B. delivered, freight paid to specified location(s).

2.5 INFORMATION: If further information regarding this RFP is required, please contact the Donald C. Boza @ (586) 992-0710 ext 263

2.6 VENDOR CHANGES TO THE BID: VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE. The only authorized vendor changes to a bid document will be in the areas for bidder’s response, including the “Exceptions” section of the bid proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract. Macomb Township shall accept NO CHANGES to the bid document made by the Vendor unless those changes are set out in the “Exceptions” provision of the Authorized Version of the bid document. It is the Vendor’s responsibility to acquire knowledge of any changes, modifications, or additions to the Authorized Version of the Bid Documents.
INSTRUCTION TO BIDDERS - Continued

2.6.1 **VENDOR BOUND BY THE BID:** Any Vendor who submits a bid and later claims they had no knowledge of changes, modifications, or additions made by Macomb Township to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications, or additions to the Authorized Version. Also, if that Vendor fails to accept the bid award, Macomb Township may pursue costs and expenses to re-bid the item from that Vendor.

2.6.2 **AUTHORIZED VERSION:** The Authorized Version of the bid document shall be the document appearing on the MITN System with any addenda, amendments, and updates. Macomb Township officially distributes bid documents from the Clerk’s Office or through the Michigan Intergovernmental Trade Network (MITN). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either identified source are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.mitn.info, and obtain an official copy.

2.7 **INDEMNIFY AND HOLD HARMLESS:** To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless Macomb Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Macomb Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Macomb Township, its elected and appointed officials, employees, volunteers or others working on behalf of Macomb Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

2.8 **WAIVER(s) OF SUBROGATION:** To the extent permitted by law, Macomb Township and the successful bidder(s) waive all rights against each other and any of their subcontractors, agents and employees, and the architect, architect’s consultants, separate contractors, if any, and any of their subcontractors, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.

2.9 **INSURANCE:** A successful bidder furnishing labor on Township/public premises does agree to have his workers covered by Worker’s Compensation, and furnish a certificate of insurance showing coverage for bodily injury and property damage and worker’s compensation to the Department Head within five (5) business days of a verbal request. The “Company Representative” does warrant that by signing the proposal document, the “additional insured endorsement” will be included in the Insurance Coverage supplied to the Township as part of the specified requirements.

INSTRUCTION TO BIDDERS - Continued
3.0 **Special Instructions**

3.1 All bidders are held to bid prices for 60 days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm for the entire contract period.

3.2 If your proposal is based upon “one lot pricing” and is not to be broken up by item, please indicate this under the “Exceptions” section.

3.3 Final bid results will be posted on the MITN website after award – please register to see the results ([www.mitn.info](http://www.mitn.info)).

3.4 **A Mandatory Pre-Bid Walk Thru** will be conducted on Tuesday, November 23, 2010 beginning promptly at 9:00 am, at the Macomb Township Town Hall and continue on to all other buildings described in the bid packet ending at approximately 4:00 pm. Vendors who are late or who do not show will not be allowed to bid on this project.
MACOMB TOWNSHIP
BID PROPOSAL

The undersigned proposes to furnish **NEW CONTROLS OR UPGRADE EXISTING CONTROLS AND 3 YEAR REQUIREMENTS OF HVAC CONTROLS SERVICE AGREEMENT WITH AN OPTION TO RENEW FOR ONE ADDITIONAL YEAR** as indicated, in accordance with the attached specifications to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: __________________________________________________________

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<tr>
<th>Macomb Township Recreation Center</th>
<th>HVAC Controls Service Agreement</th>
<th>HVAC Controls Upgrade Project Cost</th>
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BID PROPOSAL-continued
### Macomb Township Water Department

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### Macomb Township Fire Station #1

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REFERENCES:

Submit a list of three (3) client references from projects the Proposer has completed or has in progress that involve services that are the same as, or are similar to, the services described in this RFP. For each reference, the Proposer is to include the following:

1. Client: ____________________________________________
   Address: ____________________________________________
   Phone: _______________________________ Contact Person: ________________________________

2. Client: ____________________________________________
   Address: ____________________________________________
   Phone: _______________________________ Contact Person: ________________________________

3. Client: ____________________________________________
   Address: ____________________________________________
   Phone: _______________________________ Contact Person: ________________________________

4. Client: ____________________________________________
   Address: ____________________________________________
   Phone: _______________________________ Contact Person: ________________________________

5. Client: ____________________________________________
   Address: ____________________________________________
   Phone: _______________________________ Contact Person: ________________________________

COMPANY NAME: ____________________________________________

BP1. AWARD: The evaluation and award of this bid shall be a combination of factors explained in Section IV of this RFP. The Township reserves the right to award this bid to the lowest responsible bidder meeting specifications; to reject low bids which have major deviations from the specifications; to accept a higher bid which has only minor deviations from the specifications.

BP2. DOWNPAYMENTS AND PREPAYMENTS: Any bid submitted which requires a down payment or pre-payment of any kind prior to delivery of the item(s) and acceptance, as being in conformance with the specifications will not be considered for award.

BP3. MATERIAL SAFETY DATA SHEETS: All Macomb Township purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with MIOSHA “Right to Know” Law. Please include a copy of any relevant MSDS at the time of bid submission.

BP4. ESTIMATED QUANTITIES: Quantities stated are estimated and are based on past usage. The Township will not be penalized for ordering more or less than the stated quantities. The quantities stated will be used for award purposes.

BP5. SITE INSPECTION: A MANDATORY PRE-BID WALK THRU WILL BE CONDUCTED ON November 23, 2010 BEGINNING PROMPTLY at 9:00 am, AT THE MACOMB TOWNSHIP TOWN HALL. Walk Thru will begin at the Town Hall and continue on to all other buildings described in this bid packet ending at approximately 4:00pm. VENDORS WHO ARE LATE OR WHO DO NOT SHOW WILL NOT BE ALLOWED TO BID ON THIS PROJECT.
**BP6. BIDDER’S CONTACT INFORMATION:**  
Hours of Operation: _______________    24 Hour Phone Number: _______________

**BP7. CONTRACT TERMINATION:** Macomb Township shall reserve the right to terminate the contract upon 30 days written notice due to poor performance or for any reason deemed to be in its best interest. The Macomb Township designated representative will be solely responsible for determining acceptable performance levels. His/ her decision will be deemed in the Township’s best interest and will be final. Macomb Township reserves the right to re-award or re-bid the contract in whatever manner is deemed to be in its best interest.

**BP8. SUBCONTRACTORS:** The undersigned agrees to submit a list of proposed subcontractors, if applicable, for approval by the designated Township representative within 72 hours after notification of being the qualified bidder. It will be understood that this may occur prior to bid award, but the bidder’s status will not be final until approved by the Macomb Township Purchasing Agent.

**BP9. PERFORMANCE AND PAYMENT BONDS:** Performance and payment bonds shall be required, satisfactory to the Macomb Township executed by a surety company, holding certificates of authority as acceptable sureties, as prescribed in 31 CFR Part 223, “Surety Companies Doing Business with the United States and authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to Macomb township in an amount equal to 100% of the price specified in the proposal prior to execution of a contract.
INSURANCE

B9. INSURANCE: Insurance Requirements shall be in accordance with the attached SAMPLE INSURANCE CERTIFICATE. The required Insurance Certificate must be submitted to the Department Representative within five (5) days of a verbal request. The bid cannot be completely awarded without this Insurance Certificate. The Insurance Certificate may be faxed 586-992-0594 to Township Offices and is the only document accepted in this format.

  ( ) We can meet the specified insurance requirements.

  ( ) We cannot meet the specified insurance requirements.

  ( ) We do not carry the specified limits but can obtain the additional insurance coverage of __________________ at the cost of $ __________________.  
      Note: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

  ( ) Our bid is reduced by $ __________________ if we lower the requirements to __________________.  
      Note: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

IMPORTANT: A Certificate of Insurance on an ACORD form showing present coverage SHOULD be attached to the bid document at the time of submitting the bid proposal to the Office of the Township Clerk.

NOTE: Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets Macomb Township specifications may result in the bid proposal being completed incorrectly. A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

OTHER: Sole proprietors must execute a certificate of exemption from Worker’s Compensation requirements or provide proof of Worker’s Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to Macomb Township.

FINAL INSURANCE CERTIFICATE SUBMISSION: After approval by the Macomb Board of Trustees, Macomb Township will provide verbal / electronic notification to submit an insurance certificate within 5 business days in accordance with specifications. Macomb Township reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with Macomb Township for a minimum of three (3) years for failing to meet insurance requirements.

___________________________ being duly authorized to execute contracts for ________________________

(Print Full Name) (Company Name)

hereby acknowledges that once accepted by the Department, the specified insurance certificate(s) for ITB- ____________, ________________________________, shall remain in full force and effect during the life of the contract.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: ________________________________

COMPANY NAME: ________________________________
SIGNATURE PAGE

PRICES: Prices quoted shall remain firm for 60 days or bid award whichever comes first, except the successful bidder(s), whose prices shall remain firm for the entire contract period. The renewal is subject to a favorable market survey and Macomb Township Board approval. A request by Township staff to determine a successful bidder’s interest in renewing a contract in no way obligates the Township. The option cannot be exercised without Township Board approval and a blanket purchase order issued.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: __________________________________________________________

NOTE: The undersigned has checked the bid figures carefully and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID: __________________________
COMPANY: __________________________ C O M P A N Y __________________________
ADDRESS: __________________________ CITY __________ STATE ______ ZIP ______
TELEPHONE NUMBER: (____) __________ FAX NUMBER: (____) __________
REPRESENTATIVE NAME: __________________________________________________________
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: __________________________________________________________

PAYMENT TERMS: __________________________ WARRANTY: __________________________
DELIVERY: __________________________ E-MAIL: __________________________

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from Township specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this bid offer.

________________________________________________________________________________________
________________________________________________________________________________________

☐ Please check, if this is an all or none award – “One Lot Pricing” not to be broken up by item.

ACKNOWLEDGEMENT:
I, __________________________, certify that I have read the INSTRUCTION TO BIDDERS and that the bid proposal documents contained herein were obtained directly from the Township Clerk’s Department or MITN website, www.mitn.info, and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: __________________________________________________________

Note: Macomb Township, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: Prices quoted shall be in US Currency.
REQUESTS FOR PROPOSALS FOR HEATING, VENTILATION, AIR CONDITIONING (HVAC) CONTROLS UPGRADE AND CONTROLS SERVICE AGREEMENT

SPECIFICATION

I. Purpose

Macomb Township is requesting Requests for Proposal from companies which can provide a turn-key solution for the evaluation, rehabilitation, and repair of existing HVAC infrastructure including an expandable building management control system (BMCS). The scope of work will require the successful Proposer (Vendor) to conduct an initial assessment to investigate, review, and confirm their understanding of the Township’s needs prior to commencement of work. Thereafter, and if the Township accepts the vendor's final proposal, the contractor will be required to install, test and maintain the system as described in the scope of work of the RFP. Only companies providing comprehensive proposals will be considered.

II. Background

Macomb Township has the following buildings that are in need of evaluation along with a brief description of use. In addition is a list of HVAC equipment located in each of the buildings. All equipment listed below should be verified. Also, pertinent equipment found not listed below should be added to the bid submittal.

- **Town Hall Building** - 54111 Broughton, Macomb, MI (27,289 sq ft)
  This facility houses the Macomb Township government agencies as well as the city council board room. This building has roughly 55 employees. Typical hours of operation are 8:00AM – 4:30PM Monday thru Friday. In addition to the regular office hours, the city council hosts its monthly meeting outside of the regular hours.
  - N30 Johnson Controls Metasys Building Controller
    - (2) York Air Handling Units
    - (2) Greenheck Return Air Fans
    - (13) Exhaust Fans
    - (33) Fan Powered Boxes
    - (10) VAV Boxes
    - (2) York Air Cooled Condensers
    - (2) Ajax 900K Boilers
    - (2) Hot Water Circ Pumps
    - (6) Cabinet Unit Heaters

- **Recreation Center Building** - 20699 Macomb Street, Macomb, MI (84,474 sq ft)
  The Macomb Township Recreation Center opened its doors on July 19, 2004. This state of the art facility offers 2 pools (with water slide, a lazy river and other water features), a gymnasium, aerobics room, complete workout area, running track, soft play indoor playscape, child watch room, teen room and a party room. On June 18, 2007 the Recreation Center opened its phase II expansion which includes a second gymnasium, improved and expanded workout facilities, an improved figure eight running track, and an additional party room. The hours of operation are: Monday-Friday 6:00 am - 10:00 pm, Saturday 8:00 am - 8:00 pm, Sunday 10:00 am - 6:00 pm.
  - Honeywell Niagara R2 Building Controller
    - (2) Carrier RTU with factory CCN Controls
    - (4) Trane RTU with factory LON Controls
    - (2) Pool Dehumidification units with factory Johnson Control Units
    - (2) Makeup Air units with field installed Honeywell LON controls
- (2) LAARS Boilers with field installed Honeywell controller
- (2) Hot Water Circ Pumps
- (11) VAV boxes with field installed Honeywell controller
- (6) Cooling Only VAV Boxes with field installed Honeywell controller
- (12) Fan Powered VAV Boxes with field installed Honeywell controller
- (5) Fin Tube Radiation Zones with field installed Honeywell controller
- (7) Cabinet Unit heaters with field installed Honeywell controller
- (9) exhaust fans with field installed Honeywell controller

- **Water & Sewer Dept. Building** - 51650 Card Road, Macomb, Mi (17,910 sq ft)
  This facility houses the Macomb Township Water & Sewer division. This building has roughly 25 employees. Typical hours of operation are 7:00AM – 6:00PM Monday thru Friday. The building is only open outside these hours for emergencies only. The building consists of private and open office area and a repair garage.
  - Johnson Controls Pneumatic Control System
    - (1) Air Handling Unit
    - (1) FD Boiler
    - (13) Fan Powered Boxes/HW Coils
    - Elec Radiant Ceiling Panels
    - HW Radiant Ceiling Panels
    - HW Circ Pumps
    - (4) Inline Exhaust fans

- **Senior Center/Media Center** - 19925 23 Mile, Macomb, MI (5,151 sq ft)
  This facility is comprised of two separated areas; the senior center is one large open meeting room which accommodates roughly 100 people along with 4 small offices. The hours of operation vary, based on reservations and classes offered. The second half of the building is used by the media group where the Township conducts live media addresses.
  - Niagara AX Controller
    - (1) Hot Water Boiler
    - (3) Roof Top Units
    - (2) Hot water Pumps
    - (8) Exhaust Fans
    - Radiant Ceiling Heating Panels

- **Police Sub Station** – 19925 23 Mile, Macomb, MI (2,400 sq ft)
  This facility houses 6-8 patrol officers (3-4 officers per shift). The facility is primarily offices and small equipment storage.
  - No Control System
    - (2) 95% efficient furnaces

- **Fire Station #1** - 19925 23 Mile, Macomb, MI
  - No Controls
    - (1) Hot Water Boiler
    - (1) Hot water Pump
    - (1) Reznor Unit Heater
    - (2) Window AC units
    - Bath exhaust fans

- **Fire Station #2** – 17800 21 Mile, Macomb
  - No Controls
    - (2) Lennox furnaces
    - (2) Lennox Condensers
    - Garage Heaters
    - Garage exhaust fans
- Bath exhaust fans

- **Fire Station #3** – 47711 North Ave, Macomb, MI
  - No Controls
    - (4) RTU AAON
    - (1) Boiler LOCHINVAR
    - (1) Hot Water Pump
    - (7) Unit Heaters
    - (4) Garage Heaters REVERBER-RAY
    - (2) Dampers/Motors
    - (2) VFD ABB
    - (10) Exhaust fans
    - (1) Air Drier
    - Vehicle exhaust fan

- **Fire Station #4** – 16820 25 Mile, Macomb, MI
  - No Controls
    - (4) RTU AAON
    - (1) Boiler LOCHINVAR
    - (1) Hot Water Pump
    - (7) Unit Heaters
    - (4) Garage Heaters REVERBER-RAY
    - (2) Dampers/Motors
    - (2) VFD ABB
    - (10) Exhaust fans
    - (1) Air Drier
    - Vehicle exhaust fan
SCOPE OF SERVICES

The solicited proposals are expected to have adequate resources to evaluate and rehabilitate the existing HVAC system as well as being able to furnish, install, test, and maintain the equipment (and all software) associated with a fully functional turn-key automated Building Management Control System (BMCS) to monitor and regulate the facility’s HVAC systems. The successful provider must incorporate either new or upgrade the existing equipment with a BMCS platform that enables enterprise-wide connectivity with remote monitoring, data acquisition, and trending. The system must have wireless capabilities to ensure the system has the utmost flexibility and scalability. The system must have the flexibility to add Lighting controls. The system shall be an integrated web based user friendly interface with open standards equipment compatibility, internet protocols, and IT standards which will facilitate building infrastructure monitoring and be accessed via typical web browser (i.e., Internet Explorer).

Exhibit 1 is a list identifying the control points that, at a minimum, the system should monitor and/or control. While not all inclusive, the list will provide a baseline starting point for system engineering and engineering documentation for this RFP.

Macomb Township is looking for a turnkey system and the specific scope of services will be developed with the successful respondent. However, respondents must address, make recommendations to, and be prepared to discuss the following issues:

- Mechanical Synopsis: Identify and evaluate all mechanical equipment connected or controlled by the building automation system.
- Electronic Synopsis: Identify and evaluate all electronic equipment connected or controlled by the building automation system.
- Evaluation: Evaluate current operating state and overall condition of building automation system to establish a base of operations for reference.
- Procedural Interpretations: Observe and suggest potential procedural actions, which may result in increased comfort or savings.
- Optimization: Ensure a maximum return on current and future investments in the building automation system by implementing strategies conducive to comfortable, reliable and energy efficient operation.
- Equipment Needed: Identify equipment needed for upgrades or replacement. All equipment must permit the greatest allowance of open architecture as per industry standards.
- Training: Provide a training program to effectively and efficiently provide the comfort, energy, efficiency, and management of the mechanical systems.
- Service Agreement: Designed to maximize system performance and extend the value to customer relations. Contract must allow for expansion of future mechanical equipment upgrades. Successful bidder agrees to work with all mechanical contractors to ensure proper installation of controls and monitoring.
- Proposal Scope: Outline proposal inclusions and detailed system components.
- References: Must provide contact information and locations of previous work on comprehensive HVAC Systems.
- Proposal Pricing: Pricing details.
III. Evaluation Criteria

Multiple factors will be utilized by Macomb Township in awarding the HVAC Upgrade and Rehabilitation. The following factors, listed in relative order of importance, will be considered in making the selection: All responsive proposals will be evaluated by a Proposal Evaluation Committee using the evaluation criteria defined below:

A. Concept of Project, Simplicity, Development (30 Points)
B. Qualifications, Experience, and References (30 Points)
C. Cost and Fees Associated (20 Points)
D. Implementation Work Plan and Time-Line (20 Points)

IV. Request for Proposals Requirements

In order to assure the uniformity of submissions, each response to this RFP must, at a minimum, provide the following information:

A. Concept of Project Development (30 Points)

- Provide a mechanical synopsis to identify and evaluate all mechanical equipment connected or controlled by the building automation system.
- Provide an electronic synopsis to identify and evaluate all electronic equipment connected or controlled by the building automation system.
- Provide an evaluation of current operating state and overall condition of building automation system to establish a base reference.
- Provide procedural interpretations of observations and suggest potential procedural actions, which may result in increased comfort or savings. Identify equipment needed for upgrades or replacement. All equipment must be non-proprietary and permit the greatest allowance of open architecture as per industry standards.
- Describe the Building Management Control System’s (BMCS) proposed architecture and how the system operates.
- Provide a detailed scope of work for Macomb Township
  - A description of equipment surveyed.
  - A list of equipment to be provided and installed to support the proposed BMCS.
  - Location of nearest on call technician
  - Any other relevant information, including assumptions, which may affect the cost of the proposed site.
  - Provide a detailed work plan that shows all activities required to implement the entire proposed BMCS.
- Provide a detailed work plan that shows all activities required to implement the entire proposed BMCS. Clearly identify any tasks that will require Macomb Township Staff participation, along with an estimate of total Macomb Township resources required for implementation.
B. Qualifications, Experience, and References (30 Points)

- Submit a list of three (3) client references from projects the Proposer has completed or has in progress that involve services that are the same as, or are similar to, the services described in this RFP. For each reference, the Proposer is to include the following:
  - Company Name, address, telephone and Name of Contact
  - Date the project was started
  - Brief description of the application
  - Brief description of the ongoing maintenance support of the BMCS

- Submit at least two (2) references where the Proposer is providing direct, on call service and support to a BMCS. Include name of establishment, full address, dates of services, contact name and contact telephone number for reference checks.

- Provide evidence that demonstrates the Proposer’s ability to perform the work described in this RFP. Include if Proposer presently has the necessary facilities, experience, organization, staff, financial capabilities, etc. to fulfill a contract resulting from this RFP.

- Describe any contracts or projects Proposer commenced but failed to complete, including a description of the project and the reason(s) for the Proposer’s failure to complete. Identify the key personnel and management structure that are proposed to provide the services outlined in this RFP, including the proposed responsibilities and task for each person. For each key personnel proposed, include a brief biography or resume.

- Describe the Proposer’s business history including, but not limited to, number of years in business, nature of all services offered; areas of expertise, etc.

C. Cost and Fees Associated (20 Points)

- Cost, description, and quantity of proposed software
- Cost, description, and quantity of proposed equipment
- Implementation services
  - Installation & Configuration
  - Testing
  - Implementation and Start-up Training
- Recurring costs
  - Propose a service agreement designed to maximize system performance and extend the value of customer relations. Contract should not be less than 3yrs.
    - Software maintenance
      - For each re-occurring year in a 3 year period
    - Equipment maintenance
      - Annual maintenance fees associated with the equipment proposed.
      - Annual maintenance fees associated with any other proposed items not listed above.
- Other costs
- Cost summary of all costs and fees associated with the project.

D. Implementation Work Plan and Time-Line (20 Points)

- Describe the number of personnel required to operate and maintain the proposed BMCS. Describe when and how many operating manuals will be provided to the Macomb Township personnel.

- Describe the standard operating procedures (SOPs) the Proposer intends to implement to ensure the ongoing security, integrity, availability, recoverability, and performance of the proposed BMCS. Be sure to include, at minimum, the Proposer’s approach to security administration, change control, data backups and recovery, backup media storage, monitoring reporting of operations event logs, and BMCS resource administration.
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- Provide a training program to effectively and efficiently provide the comfort, energy, efficiency, and management of the mechanical systems. Describe in detail the turnkey operation transition and training plan for the proposed system.
- Submit Proposer’s proposed business plan and complete timeline that includes a strategy for implementation of a BMCS.

V. Evaluation Process
After the deadline for receipt of responses, an evaluation committee will review all proposals utilizing the evaluation criteria noted in Section III to determine the highest ranked respondent offering the best value. Based on the committee’s review, it is expected that several firms/teams will be short-listed for further consideration, and may be required to submit supplemental information or be asked to meet with the Township for further evaluation.

BUY AMERICAN

VI. BUY AMERICAN - The Buy American provision in the American Recovery and Reinvestment Act of 2009 (section 1605 of Title XVI), provides that, subject to three listed exceptions (non-availability, unreasonable cost, and inconsistent with the public interest), none of the funds appropriated or otherwise made available by the Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all the iron, steel, and manufactured goods used are produced in the United States. The law also requires that this provision be applied in a manner consistent with U.S. obligations under international agreements.

Macomb Township requires the proposer to comply with the Buy American Provision and submit documentation of such compliance. Such documentation could include:

- Language in contractual documents that obligates sub-recipients and/or contractors to comply with the Buy American Provisions;
- Receipts for items produced domestically indicating such;
- A documented certification from the contractor, vendor, distributor, supplier, or manufacturer verifying that the product was manufactured domestically;
- Detailed and verifiable information supporting the claim that the manufactured goods has undergone substantial transformation in the United States;
- Other reasonable documentation per the discretion of the state, local or tribal government financial assistance recipient demonstrating compliance with the Buy American Provisions.
DAVIS-BACON ACT

VII. Davis-Bacon Act
Contractor agrees to comply with the requirements of The Davis–Bacon Act of 1931. This is a United States federal law which established the requirement for paying prevailing wages on public works projects. All federal government construction contracts, and most contracts for federally assisted construction over $2,000, must include provisions for paying workers on-site no less than the locally prevailing wages and benefits paid on similar projects.

VIII. Contract Award
This project will be awarded after the authorization is given by the Macomb Township Purchasing Agent to negotiate a contract. Therefore, the intention of ranking the interested firms through the proposed evaluation process is to award the project to the selected firm based on qualifications rank/rating. If an agreement cannot be reached with the top ranked firm, the Township reserves the right to terminate negotiations with that firm and begin negotiating with other qualified firms in order of rank, and so on, until an acceptable scope and agreement are reached. In the event that a contract award is made, but the contract is not executed, the Township does not guarantee that the contract will be re-awarded.

IX. Clarification of Requirements
All requests for additional information or clarification concerning this RFP must be submitted in writing no later than five (5) business days prior to the RFP closing date and addressed to:
Donald C. Boza, Energy Manager
Attn: Building Dept.
54111 Broughton
Macomb, MI 48042
(586) 992-071 ext 263