EVIDENCE OF COMPETITION – SOLICITATION FOR QUOTES

Preventive Maintenance for Mechanical HVAC Equipment

April 16, 2014

The Administrative Office of the Courts (AOC) is soliciting quotes to purchase hardware maintenance on their Data Center HVAC Systems.

AOC will evaluate the responses based upon price and reference checks. The RESOLUTION OF COMPLAINTS AND PROTESTS procedures that are attached will be followed for this procurement.

The AOC reserves the right without penalty and at its sole discretion to:

a. Reissue this solicitation with any changes the AOC deems appropriate; or

b. Take no further action under this solicitation.

Please fill out the attached Response Form or a reasonable facsimile and return by mail, fax, hand delivery, or email to:

Dennis Longnecker
Administrative Office of the Courts
1206 Quince Street SE
PO Box 41170
Olympia, WA 98504-1170
(360) 705-5269
Email: Dennis.Longnecker@courts.wa.gov

Your response must contain only the Vendor Response Form. No other cover page (other than a fax cover page) or material should be returned. All responses must be received by Friday, May 2, 2014 12:00 PM (noon) pacific time.

If you have any questions about this informal solicitation, please contact the BID Coordinator.

Vendor Response Form

VENDOR INFORMATION:

Name: _____
Street Address: _____
City, State, Zip: _____
Contact Name: _____
Telephone No.: _____
Fax No.: _____
Email Address: _____

REQUIRMENTS	VENDOR'S PROPOSAL
Supported Quoted is 24x7 with 4 hour onsite response	___ Yes ___ No
Understand Support will Start July 1, 2014	___ Yes ___ No
Understand and Meet all the requirements in Appendix A	___ Yes ___ No
Supply three references, for which the proposed vendor is supplying the same type of support for similar equipment. Please Supply: Contact Name: Company: City, State: Phone:	
Total Annual Cost	$

The Following Equipment will be covered (if the vendor requires on onsite review, please contact the Bid Coordinator for arrangements):

Unit	MFG	Size	Model	Tag
Liebert #1	Liebert	22 Ton	DS077KRA0E1983A	M552487
	Liebert		Dry Cooler	
Data Aire #1	Data Aire	30 Ton	DARC3034	M552488
	Data Aire		Cond Unit	
Lennox #1	Lennox	5 Ton	G2FD060	M552490
FCU-101	Fujitsu	3 Ton	AOI36ELXFZ	D084151 - 3
FCU-102	Fujitsu	3 Ton	AOI36ELXFZ	D084151 – 2
FCU-103	Fujitsu	3 Ton	AOI36ELXFZ	D084151 - 1
	Fujitsu	3 Ton	AUU12RLF	

APPENDIX A - DETAILS OF SCOPE OF WORK

Quarterly Maintenance

- ☐ Inspect fresh air intake screen / filter
- ☐ Inspect all panels and cabinet insulation
- ☐ Replace / clean filters (date and initial disposal ones)
- ☐ Inspect and clean condensate drain system / add pan tablets as needed
- ☐ Inspect cabinet and all painted surfaces
- ☐ Clean unit and surrounding area
- ☐ Check economizer and associated equipment for proper operation if equipped
- ☐ Inspect blower motor, blower pulleys, and adjust belts as needed
- ☐ Check proper operation of duct system controls
- ☐ Check building pressure control fans and related equipment
- ☐ Inspect wiring and all electrical components
- ☐ Check contractor points
- ☐ Record all motor and compressor currents and verify within specifications
- ☐ Check liquid line sight glass for indication of moisture and/or bubbles
- ☐ Inspect ACR piping and insulation, Perform visual leak check
- ☐ Inspect condenser/evaporator coil condition
- ☐ Inspect condenser fans
- ☐ Inspect safety controls
- ☐ Inspect operational controls
- ☐ Lube bearings per manufacturer’s recommendations
- ☐ Inspect thermostat

Annual Maintenance

- ☐ Clean return air grilles and supply diffusers as needed
- ☐ Clean return air section
- ☐ Replace, date, and install all belts / label old belt as emergency space in store in cabinet
- ☐ Inspect ignition controls
- ☐ Inspect heater safety
- ☐ Inspect heat exchangers
- ☐ Inspect heater operational controls / valves /forced draft blower
- ☐ Check manifold pressure
- ☐ Check electric heating elements for proper resistance
- ☐ Inspect disconnect / fuses
- ☐ Inspect wiring / tighten connections
- ☐ Check crankcase heater operation
- ☐ Inspect compressor
- ☐ Record each circuits refrigerant pressures, superheat, subcooling, and ambient temperature
- ☐ Check chilled water loop inlet & outlet
- ☐ Clean condenser coil
- ☐ Clean evaporatore coil
- ☐ Replace thermostat batteries.

RESOLUTION OF COMPLAINTS AND PROTESTS

NOTIFICATION TO UNSUCCESSFUL PROPOSERS

Firms whose proposals have not been selected for further negotiation or award will be notified via email at the email address given in the Vendor Response Form.

DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Firms which submitted a proposal that was not selected will be given the opportunity for a debriefing conference. The request for a debriefing conference must be received by the RFQ Coordinator within twenty-four hours after the notification of the successful firm is emailed to the Firm. The debriefing will be held within three business days of the request.

Discussion will be limited to a critique of the requesting Firm's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

PROTEST PROCEDURE

This procedure is available to Firms who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Firm is allowed three days to file a protest of the acquisition with the RFQ Coordinator.

Firms protesting this procurement shall follow the procedures described herein. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Firms under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFQ Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or AOC policy.

Upon receipt of a protest, a protest review will be held by the AOC. All available facts will be considered and a decision will be issued by the AOC Administrator or his delegate within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the AOC's action; or
- Find only technical or harmless errors in the AOC's acquisition process and determine the AOC to be in substantially compliance and reject the protest; or
- Find merit in the protest and provide the AOC options which may include:
  - Correct the errors and re-evaluate all proposals, and/or
  - Reissue the solicitation document and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.