



**Pennsylvania  
Convention Center**  
*PHILADELPHIA*

---

AN  **MANAGED FACILITY**

**THE PENNSYLVANIA CONVENTION CENTER AUTHORITY  
REQUEST FOR PROPOSALS**

**For**

**PLANNED MAINTENANCE FOR CENTRAL PLANTS EAST AND WEST**

**At: THE PENNSYLVANIA CONVENTION CENTER  
PHILADELPHIA, PENNSYLVANIA**

**Date: November 6, 2024**

REQUEST FOR PROPOSALS

TABLE OF CONTENTS

**SECTION I – GENERAL INFORMATION**

- 1.0 GENERAL INFORMATION
- 2.0 PRE-SUBMISSION PROCEDURES AND REQUIREMENTS
- 3.0 SUBMITTAL PROCEDURES AND REQUIREMENTS
- 4.0 MINIMUM CRITERIA FOR THE PROPOSER
- 5.0 PROPOSAL EVALUATION AND AWARD OF CONTRACTS
- 6.0 MISCELLANEOUS

**SECTION II – PLANNED MAINTENANCE FOR CENTRAL PLANTS EAST AND WEST**

- 1.1 GENERAL
- 1.2. SCOPE OF WORK
- 1.3 QUALITY ASSURANCE
- 1.4 INSURANCE
- 1.5 INDEMNIFICATION
- 1.6 BOND
- 1.7 LABOR
- 1.8 LICENSES & LAWS
- 1.9 CENTRIFUGAL WATER COOLED CHILLERS - SCOPE OF WORK
- 1.10 NOX TESTING
- 1.11 BOILERS – SCOPE OF WORK
- 1.12 WATER TREATMENT – SCOPE OF WORK
- 1.13 HEAT EXCHANGERS – SCOPE OF WORK
- 1.14 EDDY CURRENT TESTING
- 1.15 COOLING TOWER CLEANING & TESTING
- 1.16 ABSORPTION CHILLERS – SCOPE OF WORK (ALTERNATE #1)
- 1.17 PUMP EQUIPMENT – SCOPE OF WORK (ALTERNATE #2)
- 1.18 SAFETY
- 1.19 SPARE PARTS
- 1.20 COORDINATION WITH OWNER
- 1.21 SERVICE REPORTS
- 1.22 PERSONNEL
- 1.23 REPAIRS

**SECTION III - SCHEDULES**

SCHEDULE I - BOILER, CENTRIFUGAL CHILLER, COOLING TOWER, PLATE EXCHANGER & DRY COOLER EQUIPMENT

SCHEDULE II – ABSORPTION CHILLER EQUIPMENT

SCHEDULE III - PUMP EQUIPMENT

SCHEDULE IV - WATER TREATMENT SPECIFICATION

**SECTION IV - QUOTATION SHEET**

**EXHIBITS** (available on <https://cobblestone.paconvention.com/vendorsgateway/> website)

Exhibit AA - PCCA's Diversity, Inclusion & Anti-Discrimination Policy

Exhibit BB- Solicitation for Participation

Exhibit CC- Best Faith and Good Efforts

Exhibit DD- Code of Conduct

Exhibit EE- Drug-Free Workplace Policy

Exhibit FF- Contractor Compliance Form

Exhibit GG - Sustainability Commitment Form and Guidelines

## SECTION I

### 1.0 GENERAL INFORMATION

#### 1.1 Introduction.

a. The Pennsylvania Convention Center Authority (“PCCA” or “the Authority”) is the entity responsible for the Pennsylvania Convention Center (“Center”). PCCA is a body corporate and politic, created and existing as an agency and public instrumentality of the Commonwealth of Pennsylvania. Pursuant to that certain Management Agreement between Pennsylvania Convention Center Authority and ASM GLOBAL dated as of November 1, 2013, ASM GLOBAL is designated as the Manager of the Pennsylvania Convention Center.

The Pennsylvania Convention Center is located in Philadelphia on a site bounded by 11th, Broad, Arch and Race Streets plus the former Trainshed north of Market Street and East of 12th Street. The Center consists of approximately 2.2 million square feet including: Exhibit halls totaling 679,000 square feet of exhibit space, 2 Ballrooms (32,000 square feet and 55,400 square feet), 82 Meeting Rooms, a 34,960 Square foot Grand Hall and a 23,400 Square foot Broad St. Atrium.

b. The purpose of this Request for Proposal ("RFP"), including all exhibits, schedules, addenda, drawings, plans and specifications related hereto issued by ASM GLOBAL on behalf of the Pennsylvania Convention Center Authority, is to solicit proposals from qualified service provider to provide Planned Maintenance for Central Plants East and West at the Center as described in this RFP.

c. The successful Proposer must demonstrate its capability to adequately meet the requirements of this RFP. This RFP contains information and requirements for the Proposer to prepare and submit proposals for Planned Maintenance for Central Plants East and West. This RFP, with any addenda, contains the only instructions governing the proposals and material to be included therein. The Proposer must be in a position to commence provision of services at the Center upon execution of a services contract. Proposals, including all documents, (hereinafter “Proposal” or “Proposal Documents”) submitted by each Proposer, should be inclusive of all services and/or equipment required, plus any additional related services and/or equipment the Proposer believes are required to ensure efficient, flexible and cost effective delivery of services. The outline of services set forth in **Sections II, III & IV** hereof is an outline of the scope of work required. Any change in the cost by reason of any alternative or additional services must be separately identified to the extent feasible.

d. An initial fact-finding inquiry was made of a number of vendors who provide the services described in this RFP to determine the anticipated spend associated with the contract for these services. Those vendors were given information about the building and provided the opportunity to visit the site in order to estimate pricing so the proper public procurement process could be initiated. Any information received from any vendor during the initial research process will not be considered as part of this RFP process.

**1.2 Schedule.** The following is the anticipated schedule in connection with this RFP. This schedule may be altered at the discretion of ASM GLOBAL or the PCCA.

**Anticipated Schedule**

<b>Element</b>	<b>Date</b>
RFP Posted	November 6, 2024
Register for Mandatory Pre-Proposal Meeting	November 14, 2024 by 2:30 pm
Mandatory Pre-Proposal Virtual Meeting	November 14, 2024 at 2:30 pm
Site Tour	November 15, 2024 at 10 am
Question Cut-off Date	November 25, 2024 at 12 pm
Question Response Date	December 4, 2024 by 1:00 pm
Proposals Due	December 11, 2024 by 1:00 pm
Projected Contract Commencement	July 1, 2025

**2.0 PRE-SUBMISSION PROCEDURES AND REQUIREMENTS**

**2.1 Examination of Proposal Documents.**

a. Upon receipt of the Proposal Documents, each Proposer shall examine same for missing or partially blank pages due to mechanical printing or collating errors. It shall be the Proposer's responsibility to identify and procure any missing pages from ASM GLOBAL.

b. Each Proposer shall carefully review the Proposal Documents and thoroughly familiarize itself with the requirements prior to submitting a Proposal. Prospective Proposers are invited to submit ***electronic*** inquiries with respect to this RFP to Michael Taylor, Purchasing Manager, Pennsylvania Convention Center, 1101 Arch Street, Philadelphia, Pennsylvania 19107 or mtaylor@paconvention.com. Answers will be posted on the Center's web site, <https://cobblestone.paconvention.com/vendorgateway/> **Telephone inquiries will not be accepted.** All questions from Proposers must be submitted in writing to Mike Taylor, Purchasing Manager as indicated above.

**2.2 Mandatory Pre-Proposal Virtual Meeting.** A mandatory Pre-Proposal Virtual meeting will be held on Thursday, November 14, 2024 at 2:30 p.m. A site tour is scheduled for November 15, 2024 at 10 a.m.. **All Proposers must attend the Pre-Proposal Virtual meeting.**

**2.3 Addenda.** Changes, corrections or additions may be made in the Proposal Documents after they have been issued. In such case, a written addendum or addenda ("Addendum" or "Addenda") describing the change(s), correction(s) or addition(s) will be issued to each Proposer who provided written notice to ASM GLOBAL of its mailing address at the Pre-Proposal Conference. Such Addendum or Addenda shall become part of the Proposal Documents. Each Proposer shall acknowledge receipt of all Addenda in its Proposal. No oral communications, rulings or interpretations will be held binding upon ASM GLOBAL or the PCCA.

### **3.0 SUBMITTAL PROCEDURES AND REQUIREMENTS**

#### **3.1 Compliance with the RFP.**

a. Each Proposer is required to submit a complete written Proposal and to attest to the accuracy and completeness of its Proposal. In all respects, the Proposers shall comply with the instructions and the stipulations of this RFP in the preparation and submission of Proposals. Proposals **must** be signed by a duly authorized person, partner or officer of the Proposer, as applicable, and evidence of such authorization must be included with the Proposal. The Proposer's legal name and form of entity must be fully stated.

b. Where permitted by this RFP, the Proposer must specifically identify and fully explain in the Proposal any exceptions to or deviations from the requirements of this RFP.

c. Failure to comply with the requirements of this RFP may render the Proposal, at the sole discretion of ASM GLOBAL, as unresponsive or otherwise unacceptable and may result in disqualification and the elimination of the Proposer from subsequent consideration.

#### **3.2 Proposer Affiliations and Subcontractors.**

a. Each Proposer must disclose in its Proposal any relationship between the Proposer and any entity that has a contractual relationship with ASM GLOBAL or the PCCA.

b. Any services proposed by the Proposer that will be performed in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors of the Proposer if permitted by ASM GLOBAL, must be specifically identified in the Proposal and the business relationship between the Proposer and such third parties must be explained in the Proposal. Nothing contained herein or in the Contract shall be construed to impose any obligation on the part of ASM GLOBAL or the PCCA to any outside party, third-party contractor, affiliate, or subcontractor of the Proposer.

#### **3.3 Proposals.**

a. Each Proposer is required to submit a complete written Proposal by the specified time herein. **Late Proposals will not be considered.**

b. In all respects, the Proposers shall comply with the instructions and the stipulations of this RFP in the preparation and submission of Proposals. Oral or telephone Proposals or unsolicited modifications to Proposals will not be considered.

##### **c. Proposals must be accompanied by a transmittal letter:**

1). The transmittal letter must be on an official business letterhead of the Proposer and signed by a duly authorized person, partner or officer of the Proposer, as applicable, and evidence of such authorization must be included with the Proposal. The Proposer's legal name and form of entity must be fully stated.

2). The transmittal letter must include at a minimum:

(i.) identification of the person who will serve as the primary contact for ASM GLOBAL with respect to the Proposal, and shall include the person's title, address, telephone and fax numbers, and e-mail addresses;

(ii.) certification that the Proposer is not currently under suspension or disbarment by the Commonwealth of Pennsylvania or any other state or federal government; and

(iii.) acknowledgment of receipt by the Proposer of any RFP Addenda or Amendments as required by Section 2.3.

d. Proposals must be submitted in five (5) separate hard-copies provided for in separate bound materials as described in Section 3.4 below. Additionally, proposals should also be submitted electronically on a disk or flash drive.

### **3.4 Submission of Proposals; Deadline**

a. Proposal must be submitted to the following address:

Pennsylvania Convention Center  
Attn: Michael Taylor, Purchasing Manager  
One Convention Center Place  
1101 Arch Street  
Philadelphia, Pennsylvania 19107

**b. Proposals must be received at the address in Section 3.4(a) above no later than 1:00 PM (EST) on Wednesday, December 11, 2024. Proposers should allow sufficient delivery time to ensure receipt of their Proposals prior to the date and time fixed for the acceptance of the Proposals. Proposals received after this time may be rejected.**

c. Each Proposer shall identify its Proposal on the outside of the envelope by writing the words: "**Planned Maintenance for Central Plants East and West at the Pennsylvania Convention Center.**"

d. Each Proposal must be provided in a single package with three components. Each component shall be included in the package in a separate sealed envelope with the proper identification of the component both inside and out. The components are:

- (i.) Technical Portion - **No cost information may appear in this portion.**
- (ii.) Anti-Discrimination Response Portion
- (iii.) Cost/Price Portion

**3.5 Term of Proposal.** Proposals shall remain open for acceptance and be irrevocable for a period of one hundred eighty (180) calendar days after the deadline for submission of Proposals specified in Section 3.4(b) hereof.

**3.6 Withdrawal of Proposals.** Proposals may only be withdrawn on written request received from Proposers prior to the time fixed herein for submission of Proposals. This will not preclude the submission of another Proposal by such Proposer prior to such deadline.

**3.7 Ownership and Non-Confidentiality of Proposals.** All Proposals submitted in response to this RFP will become the property of ASM GLOBAL and will not be returned. The contents of all Proposals are a matter of public record.

**3.8 Effect of Submission.** Submission of a Proposal shall constitute agreement by the Proposer to all of the terms incorporated in the Proposal Documents. By submission of a Proposal, the Proposer is representing and warranting that (i) the information contained in its Proposal is complete and accurate and that such information shall continue to be complete and accurate at all times, and (ii) the delivery of the products and services specified in this RFP and the Proposal shall in no way obligate ASM GLOBAL or the PCCA to pay any additional costs to the Proposer for the provision of such products and services, other than as included in the executed Contract.

**3.9 Term.** The PCCA desires to enter into a three (3) year contract with the option for two (2) one year renewal terms.

**3.10 Confidentiality.** All data contained in the documents and/or files supplied by ASM GLOBAL and the PCCA during the RFP process or after the execution of the Contract to be awarded pursuant hereto are to be considered confidential and shall be solely for the use of the requesting Proposer. The Proposer will be required to use reasonable care to protect the confidentiality of any data.

**3.11 Delivery Responsibilities.** The designated Proposer will be required to assume sole responsibility for the delivery of services. The Proposer may not assign or subcontract any of its responsibilities under the Proposal or the Contract except to the extent specifically provided herein or in the Contract.

**3.12 Interpretation.** Should any question arise as to the proper interpretation of the terms and conditions of the Proposal Documents, the decision of ASM GLOBAL and the PCCA shall be final.

(i) Unless a contrary meaning is specifically noted elsewhere, the words “as required,” “as directed,” “as permitted” and similar words used in the RFP mean that requirements, directions of and permission of the ASM GLOBAL and the Authority are intended; similarly, the words “approved,” “acceptable,” “satisfactory” or words of like import mean “approved by,” “acceptable to” or “satisfactory to” ASM GLOBAL and the Authority. Words “necessary,” “proper” or words of like import as used with respect to extent, conduct or character of services specified shall mean that the services must be conducted in a manner or be of character which is “necessary” or “proper” in the option of ASM GLOBAL and the Authority.

(ii) Unless a contrary meaning is specifically noted elsewhere, the words “approved,” “reasonable,” “suitable,” “acceptable,” “properly,” “satisfactory” or words of like effect and import used in the RFP mean reasonable, suitable, acceptable, proper or satisfactory in the judgment of ASM GLOBAL and the Authority.

(iii) Responsiveness is determined by ASM GLOBAL and the Authority and relates to compliance with the provisions of the solicitation, including specifications, and contractual terms and conditions. Absolute or precise conformity is not required. The rule is that conformity in material respects, that is, substantial compliance suffices.

(iv) Responsibility is determined by ASM GLOBAL and the Authority and relates primarily to the ability of a Proposer to successfully carry out a proposed contract, and whether it has the character, reputation, and integrity to receive an award. Other considerations bearing on a determination of responsibility can include experience, past performance, business and financial capabilities, skills, technical organization and reliability. Some of the mechanisms



available to measure a Proposer's responsibility are the utilization of reference checks, and vendor performance on previous contracts.

**3.13 Anti-Collusion.** The Proposer, by signing its Proposal, does warrant and represent that its Proposal has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the Commonwealth of Pennsylvania, and that said laws have not been violated as they relate to the procurement or performance of the Contract to be awarded pursuant to the process described in this RFP by any conduct, including the payment or giving of any fee, commission, compensation, gift, gratuity, or consideration of any kind, directly or indirectly to any ASM GLOBAL or PCCA employee, officer, or consultant.

#### **4.0 MINIMUM CRITERIA FOR THE PROPOSER**

##### **4.1 Minimum Required Qualifications.**

**a. Financial Requirements.** Each Proposer must supply in its Proposal documented proof of its financial condition and financial responsibility to provide the Planned Maintenance for Central Plants East and West at the Pennsylvania Convention Center. This includes providing financial statements certified by a public accountant or annual reports covering the two (2) most recent fiscal years, or other such documents that will allow ASM GLOBAL to assess the financial viability of the Proposer. Financial statements should include a detailed Balance Sheet, a detailed Profit & Loss statement and a detailed Cash Flow statement. ASM GLOBAL, at its discretion, may request the Proposer to provide such additional financial information as ASM GLOBAL, in its discretion, deems necessary to establish the financial responsibility of the Proposer.

**b. Insurance Requirements.** Proposer must provide and maintain during the term of any contract with ASM GLOBAL or the PCCA, appropriate insurance coverages in the limits required by ASM GLOBAL and the PCCA and in accordance with the law. The requisite insurance coverages include at a minimum, workers compensation insurance, general liability insurance, automobile liability insurance and excess liability insurance.

**c. Licensing Requirements.** Proposer must be legally licensed to operate under all applicable laws of the Commonwealth of Pennsylvania and the City of Philadelphia. Proposers which are corporations, or that are individuals or firms doing business under fictitious names, must supply, in their Proposals, documented proof that they have registered with and obtained a certificate from the Secretary of the Commonwealth authorizing them to do business in this Commonwealth and confirming that they are in good standing. Proposers must also supply in the Proposals, documented proof that they have obtained from the City of Philadelphia the appropriate license(s) for conducting business in Philadelphia. If the foregoing proof is not available at the time of submission of the Proposals, the Proposer must, at a minimum, provide evidence that it has applied for such certificates and license(s) and, at the option of ASM GLOBAL, will be required to produce such certificates and licenses prior to execution of the Contract.

**d. References/Credentials.** Each Proposer shall provide ASM GLOBAL with a minimum of three (3) written references from current or prior customers of the Proposer.

##### **4.2 Diversity, Inclusion & Anti-Discrimination Compliance.**

(i.) Diversity, Inclusion & Anti-Discrimination Policy. The Pennsylvania Convention Center has instituted an anti-discrimination policy to prevent discrimination against minorities and females in all subcontracting and employment opportunities and to ensure that minorities and females have an equal opportunity to participate in all contracts let for the operation, and maintenance of the Convention Center. A copy of the Anti-Discrimination Policy as **Exhibit AA** is available on the website (<https://cobblestone.paconvention.com/vendorgateway/>).

(ii.) Diversity, Inclusion & Anti-Discrimination Implementation Plan. All Proposers are required to make their best efforts to achieve minority and female participation in subcontracting and employment opportunities at substantial and meaningful levels. Each Proposer must submit an anti-discrimination plan specific to the delivery of services described in this RFP. The successful Proposer's anti-discrimination implementation plan will become an enforceable provision of the Contract. If the Proposer fails to detail its best efforts as required under this Section, the Proposal may be deemed non-responsive and may be rejected. Please follow the directions in connection with completing the Anti-Discrimination Implementation Plan:

a.) Proposers must provide a detailed Anti-Discrimination Implementation Plan specific to this RFP. Proposers' Anti-Discrimination Implementation Plans must include levels of minority and female-owned business participation in (i) subcontracting and (ii) workforce utilization. The Anti-Discrimination Implementation Plan must briefly describe the specific task assigned to each minority and/or female-owned business listed on the Solicitation for Participation Form, available on the website ([available on https://cobblestone.paconvention.com/vendorgateway/](https://cobblestone.paconvention.com/vendorgateway/)) **Exhibit BB**. Workforce utilization must indicate the employees who are minorities and/or females who will be assigned to this project and indicate their status by category, *i.e.*, management, hourly, full-time, part-time etc. Proposers' workforce utilization can be in a narrative format.

If there are any special business arrangements, *i.e.*, teaming, joint-venture and/or in-association with relationships, then an explanation of that particular arrangement must be included with the Anti-Discrimination Implementation Plan for ASM GLOBAL review and approval. The document must indicate all roles and responsibilities of all the participants to the business relationship.

b.) Solicitation & Commitment Form. Proposers must complete the Solicitation & Commitment Form. Please complete all areas that apply to the Proposer's submission. In the event that a firm(s) has more than one certification designation (Minority and Women Business Enterprise), one **must** be selected for purpose of measuring the levels of actual participation. In order to satisfactorily complete the Solicitation & Commitment Form, the following areas must be indicated; the type of work to be performed; date of solicitation or commitment; whether or not a commitment is made, ("yes" or "no"). If "yes", indicate the amount in dollars and the percentage. If "no" commitment is made, please provide an explanation. Provide copies of all certifications of all firms listed on the Solicitation & Commitment Form.

c.) Best Efforts. Proposers must demonstrate, in writing, that it took reasonable steps to obtain representation of minority and female-owned businesses and/or vendors to assure equal opportunity, even if the efforts were ultimately unsuccessful.

Proposers must provide evidence (a written description with supporting documentation) that it utilized its best efforts to include minority and female-owned business participation in every phase of this RFP. Evidence of “best efforts” are the following:

- 1) Providing copies of advertising in general media, trade association publications, and minority-focused media concerning subcontracting opportunities.
- 2) Participating in conferences and seminars specifically for the promotion of the anti-discrimination portion of the project.
- 3) The timely notification of minority and female-owned business enterprises and solicitation of their participation on this project.
- 4) Providing sufficient information about plans, specifications and requirements of the project to interested minority and female-owned businesses.
- 5) Providing evidence of reasonable efforts to negotiate with minority and female-owned businesses to provide specific services and/or goods and supplies.

Proposers must comply with the aforementioned Anti-Discrimination requirements in order for their Proposals to be considered and/or deemed accepted “best efforts.” The Best and Good Faith Efforts Form is available on the website (<https://cobblestone.paconvention.com/vendorgateway/>) as **Exhibit CC**.

## **5.0 PROPOSAL EVALUATION AND AWARD OF CONTRACT**

### **5.1 Evaluation Criteria.**

a. ASM GLOBAL and the PCCA, *in its sole discretion*, will use a variety of criteria, including, without limitation, the following criteria, which are not necessarily listed in order of importance, to evaluate the Proposals received:

- i) General feasibility, effectiveness and clarity of the Proposal and its responsiveness to the RFP requirements.
- ii) Proposer's demonstrated experience in delivering the required services.
- iii) Proposer's organizational resources, depth of resources, and financial stability and capability.
- iv) Creative or innovative and cost effective approach to service delivery, pricing, and compensation.
- v) Initial pricing, pricing for each year of the term of the contract, and overall economic advantages.
- vi) Evidence of Proposer's service reliability, customer support, and on-time delivery of services.
- vii) Proposer's compliance with the PCCA's Anti-Discrimination Policy.

viii) Implementation capabilities.

b. ASM GLOBAL and the PCCA may, *in its sole discretion*, after full and careful consideration, accept the Proposal which best meets the requirements. ASM GLOBAL is not required to make its selection based solely upon the lowest proposed pricing schedule.

**5.2 Evaluation Process.** Upon receipt of the Proposals, ASM GLOBAL and the PCCA may short-list the Proposers based on evaluation criteria including, but not limited to, that cited in Section 5.1 of this RFP. ASM GLOBAL reserves the right to then interview each of the short-listed Proposers and may require presentations to be made by such Proposers. The proposal review and selection process is as follows:

**Step One – Receipt of RFP’s.** RFP’s from Proposers will be received at the location on the day and at the time indicated in this RFP.

**Step Two – Technical, Financial, and Anti-Discrimination Review.** ASM GLOBAL will initially review and evaluate the Technical Submittals, Financial Documents, and Anti-Discrimination Responses. ASM GLOBAL and the PCCA may require all or some Proposers participate in an oral interview during this initial process. The general purpose of this session is to clarify specific aspects of the above submittals. Although the oral interview itself will not be a basis for award; responses provided in the interview will be considered. Absence of an interview does not indicate lack of interest in a proposal.

**Step Three – Shortlist.** ASM GLOBAL and the PCCA will evaluate all proposals on the basis of technical merit and Anti-Discrimination response. ASM GLOBAL and the PCCA will evaluate whether the technical portion of the Proposal provides the details of the necessary technical and personnel support, and the manner in which it will fully implement and satisfy all requirements of the Project. ASM GLOBAL and the PCCA will also evaluate whether the Proposer’s Anti-Discrimination Plan achieves minority and female participation in subcontracting and employment opportunities at substantial and meaningful levels and whether Proposer’s satisfactorily demonstrated their best efforts as described in the Anti-Discrimination Policy. ASM GLOBAL will notify selected Proposers in writing of its selection for further consideration of their proposal.

**Step Four – Presentations of Shortlisted Proposers.** Selected Proposers will be requested to participate in a meeting with ASM GLOBAL. The agenda will provide for a presentation by the Proposer a question and answer period. ASM GLOBAL does not require or expect the Proposers provide elaborate presentations or add information beyond their initial proposal. ASM GLOBAL may request Proposers explain the basis of their cost/pricing for proposal.

**Step Five – Cost Review.** ASM GLOBAL will review all the Shortlisted proposals and select the Proposers that it considers in its best interest. During the ASM GLOBAL deliberations, ASM GLOBAL may request further information from Proposers. Where similar Proposals come from several Proposers, ASM GLOBAL may decide to engage in negotiations with only one, several or all Proposers submitting similar Proposals. The cost/price portion of the Proposal will be evaluated separately. It will be utilized to evaluate the Proposer’s understanding of the requirements of the RFP and to determine the most probable cost. The cost/price portion will be evaluated for reasonableness and completeness. The Proposers’ proposed total estimated cost/price shall not be controlling

in the selection of the Proposer with which ASM GLOBAL will negotiate a contract for the services described in this RFP. ASM GLOBAL and the PCCA will evaluate the reasonableness of each Proposer's cost/price Proposal, determine whether the proposed cost/price is consistent with the proposed technical approach and indicates a clear understanding of a sound approach to satisfying the requirements in the scope of services set forth in Section.

**Step Six – Negotiation.** ASM GLOBAL may undertake negotiations with several Proposers for similar or different Proposals. In either case, ASM GLOBAL may request “final and best offers”. Based upon these negotiations, ASM GLOBAL will offer a “Notice of Award” to selected Proposer(s) for the services described herein.

**Step Seven – Award of Contract.** Upon the completion of the negotiations ASM GLOBAL and the PCCA at their sole discretion may award Contracts for the services described herein.

**5.3 Rights and Options of ASM GLOBAL.** ASM GLOBAL and the PCCA reserves and may exercise one or more of the following rights and options with respect to this RFP:

- a. To reject any and all Proposals.
- b. To elect to award certain parts of the Scope of Services, to separate proposers or to award the entire Scope of Services to one proposer as ASM GLOBAL deems necessary.
- c. **To use criteria other than price in determining the Proposer(s) with which it will contract.**
- d. To supplement, amend or otherwise modify this RFP.
- e. To cancel this RFP with or without the substitution of another RFP.
- f. To issue additional or subsequent solicitations for Proposals.
- g. To conduct investigations with respect to the qualifications of any Proposer.
- h. To change any time for performance set forth in this RFP.
- i. To waive any non-compliance of any Proposal with the requirements of this RFP.
- j. To permit any Proposer to supplement, amend or otherwise modify its Proposal.
- k. To supplement, amend or otherwise modify the terms of any proposed form of Contract which may be submitted by ASM GLOBAL to any Proposer.
- l. To negotiate an ECM with one or more than one Proposer.

**5.4 Request for Additional Information.** Proposers shall furnish such additional information as ASM GLOBAL may request in connection with its evaluation of the Proposals.

**5.5 Acceptance or Rejection of Proposals.**

a. ASM GLOBAL and the PCCA reserves the right to reject any or all Proposals and to seek additional Proposals, if such action is in the best interest of ASM GLOBAL and the PCCA.

ASM GLOBAL reserves the right to waive any informalities and technicalities in the Proposal process.

b. If for any reason whatsoever, ASM GLOBAL rejects a Proposal, the Proposer agrees that it will not seek to recover lost profits on work not performed nor will it seek to recover its Proposal preparation costs. By submitting its Proposal, the Proposer expressly states that it intends to be legally bound and accepts the limitation of remedies set forth in this Section.

## **5.6 Contract Award.**

a. After ASM GLOBAL has selected a Proposer as a result of the aforesaid evaluation process, the successful Proposer shall be required to execute a Contract with the PCCA. ASM GLOBAL reserves the right to modify, amend and supplement any proposed form of Contract submitted by ASM GLOBAL to any Proposer, in any manner it deems appropriate. The terms of the Proposal of the designated Proposer, to the extent accepted by ASM GLOBAL, shall be incorporated into the Contract. ASM GLOBAL and the PCCA reserve the right to revoke the designation of a Proposer as the designated Proposer at any time prior to execution of the Contract by the Proposer and the PCCA and in the form approved by the PCCA.

b. The contents of the Proposal of the selected Proposer and the RFP will become contractual obligations upon execution of a contract; provided however, that the terms of any such contract shall supersede the provisions of the Proposal and the RFP to the extent the terms of the contract are inconsistent with the terms of the Proposal or RFP. In the event that either the designated Proposer does not execute the Contract as herein required or ASM GLOBAL has revoked the designation of a particular Proposer as the designated Proposer, ASM GLOBAL and the PCCA, may enter into negotiations with one or more of the other Proposers or may solicit new Proposals.

c. At or prior to delivery of the signed Contract, the designated Proposer shall deliver to ASM GLOBAL the policies of insurance or insurance certificates as required by the Contract. All policies or certificates of insurance must be approved by ASM GLOBAL before the designated Proposer may proceed with the delivery of the contracted services.

## **6.0 MISCELLANEOUS**

**6.1 Penalty for Non-Compliance. Proposals received after submission deadline will be disqualified.** Failure to comply with the requirements of this RFP may render the Proposal, at the sole discretion of ASM GLOBAL, as unresponsive or otherwise unacceptable and may result in disqualification and the elimination of the Proposer from subsequent consideration.

**6.2 Handling of Proposals.** All Proposals submitted in response to the RFP will become the property of ASM GLOBAL and will not be returned.

**6.3 Cost Liability.** ASM GLOBAL and the PCCA shall not, in any way, be responsible for any costs incurred by any Proposer in preparing, reproducing, distributing and presenting its Proposal.

**6.4 Additional Clarification of Proposals.** ASM GLOBAL may ask a Proposer to clarify in writing the technical or cost/price portions of the Proposer's Proposal at any time prior to the

execution of a contract. Where permitted by this RFP, the Proposer must specifically identify and fully explain in the Proposal any exceptions to or deviations from the requirements of this RFP.

**6.5 Compliance with Laws, Rules, Etc.** The Proposers shall comply with all federal, state, and local statutes, laws, rules, regulations, and ordinances.

**6.6 Taxes.**

a. PCCA is a tax-exempt entity not liable for sales tax. All price quotations for goods and services provided by the Proposer must therefore exclude sales tax charges. A tax-exempt certificate will be provided upon request.

b. The designated Proposer shall be responsible for all taxes related to the provision of goods and services pursuant to the Contract and shall apply to the respective taxing authorities for all applicable account numbers and file appropriate tax returns as required by law.

## SECTION II

### PLANNED MAINTENANCE FOR CENTRAL PLANTS EAST AND WEST

#### **1.1 GENERAL**

1. Provide Planned Maintenance for Central Plant East and West at the Pennsylvania Convention Center as specified herein.
2. The initial term of the Planned Maintenance for Central Pant East and West shall commence on July 1, 2025 and shall terminate on June 30, 2028.
3. The PCCC/ASM GLOBAL shall have the right, to renew the Agreement for two 1-year terms from and after the expiration of the Initial Term.

#### **1.2 SCOPE OF WORK**

1. Perform Preventative maintenance on HVAC equipment located in the East and West Central Plants at the Pennsylvania Convention Center as listed in Schedule I – Boiler, Centrifugal Chiller, Cooling Tower, Plate Exchanger & Dry Cooler Equipment.
2. Provide Alternate #1 costs for maintenance on HVAC equipment located in the East and West Central Plants at the Pennsylvania Convention Center as listed in Schedule II – Absorption Chiller Equipment.
3. Provide Alternate #2 costs for maintenance on HVAC equipment located in the East and West Central Plants at the Pennsylvania Convention Center as listed in Schedule III – Pump Equipment.
4. Maintenance to include preventative maintenance, repairs, inspections, testing, calibration and cleaning
5. Seasonal startup work must be completed annually by March 30<sup>th</sup> for cooling and September 30<sup>th</sup> for heating.
6. Perform the required hydronic water treatment for the chilled water, heating hot water, and condenser water systems associated with the East and West central plants HVAC systems. Provide all required water treatment chemicals; inspect feeding equipment, shot feeder filters, testing, monthly on site field analysis and service reports each visit, collect and analyze water samples, etc.
7. All work to be performed in accordance with manufacturer specifications, O & M manuals.
8. Coordinate schedule around Facility availability to do work.
9. Availability of standard parts and equipment shall be stocked onsite/in vehicle or available within 24 hours.
10. Special order parts and equipment shall be available within 8 weeks.
11. Provide all temporary protection for work to be completed.
12. Provide pricing for a three (3) year period with the option of two (2) one year renewals.
13. Provide qualified Chiller, Controls, Mechanical and Light Commercial Technicians for planned maintenance between the hours of 7AM to 3:30PM.
14. Two (2) Team Crews to be scheduled on a monthly basis for preventative maintenance or as required at no additional charge.



15. Contractor to provide emergency call back within two (2) hours on weekdays, nights, weekends and holidays.
16. Contractor shall furnish up to 10% for Refrigerant replacement, recovery and recycling.

### **1.3 QUALITY ASSURANCE**

1. The Contractor shall have a minimum of ten (10) years' experience in mechanical systems repair and maintenance, refrigeration, pumps, fire tube boiler and centrifugal chiller repairs work. This shall be demonstrated by providing five (5) successful project references of comparable size and complexity.
2. Contractor service personnel shall provide all Certification Credentials including but not limited to Rigger/Signal Person, EPA-608 Certified per 40 CFR, Part 82, Sub part F (Refrigerant Recovery and Charging Certification), United Association Air Conditioning and Refrigeration Mechanic, UA Steamfitters & Serviceman Safety Program, Johnson Controls Safety Program, York Factory Trained and Authorized Technicians.
3. Deliver products in original unopened containers with the manufacturers' name, labels, product identification, and batch numbers. Store and condition the product in full compliance with the manufacturer's recommendations. The Contractor shall be fully responsible for the security of all material throughout the work.
4. The contractor shall supply a complete warranty for workmanship for one (1) year commencing with the date of acceptance of work.
5. The contractor shall adhere to all procedures, limitations, and cautions for the products in the manufacturer's current printed literature.
6. All work shall be done in a neat and workmanlike manner and shall comply with all local, state and federal codes including ASHRAE and OSHA regulations.
7. Leave finished work and work area in a neat, clean condition with no evidence of spillover, construction dust, and/or trash onto adjacent areas.

### **1.4 INSURANCE**

- 1.4.1** The successful contractor shall be required to obtain and maintain in force at all times during the term of the agreement as a direct cost of operation, insurance coverage as directed by the Center. The Contractor shall comply with all applicable insurance and fire prevention laws, rules, regulations and requirements of the Authority, the Commonwealth of Pennsylvania, the City of Philadelphia, and of all legally constituted insurance authorities, including, without limitation, the Authority's risk management program, policies and procedures.
  - a) At the time of the execution of this Agreement, the Contractor is to furnish and deposit with the Authority certificates of insurance respecting all required

insurance coverages designated herein together with evidence that the premiums for such insurance have been paid. If the insurance coverage is provided under a master policy, the Contractor will provide information to the Authority's insurance consultant sufficient to confirm that the Contractor has the coverages required hereunder. At least thirty (30) days prior to the expiration of any policy required under this Agreement, Contractor shall deliver to the Authority, a certificate of insurance evidencing the renewal of such policy, together with receipts for payment of the premiums required therefor. All coverages shall be issued by an insurance company authorized by law to carry on business in the State of Pennsylvania, and having an A.M. Best rating of A or better and/or which are otherwise acceptable to the Authority. Coverages are to include the following at the sole cost and expense of the Contractor:

- b) Commercial comprehensive general liability coverage with limits of liability of not less than the following for bodily injury and/or property damage and personal/advertising injury: \$1,000,000 each occurrence; \$2,000,000 general aggregate; \$1,000,000 products/completed operations aggregate; \$1,000,000 personal and advertising injury limit.
- c) Business automobile liability coverage shall be provided with limits of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and/or property damage. Coverage is to include all owned, hired and non-owned automobiles.
- d) Workers' compensation for Contractor's employees with Pennsylvania statutory limits and including employer's liability with limits as follows: bodily injury by accident - \$500,000 each accident; bodily injury by disease - \$500,000 policy limit; bodily injury by disease - \$500,000 each employee.
- e) Umbrella excess liability coverage with limits of liability of not less than Five Million Dollars (\$5,000,000) each occurrence and in the aggregate, where applicable, excess of the liability limits in subparagraphs (b), (c) and (d) above.
- f) All-risk liability coverage with limits of liability of not less than One Million Dollars (\$1,000,000) each occurrence and in the aggregate, where applicable, excess of the liability limits in subparagraphs (b), (c) and (d) above.
- g) Thirty (30) days prior written notice of cancellation, material reduction of coverage or non-renewal shall be given to the Authority.
- h) The Authority and the City of Philadelphia shall be named as additional insureds.
- i) The Contractor is responsible for and shall require all servicemen, deliverymen, and sub-contractors to provide to it, prior to the provision of any materials or services, certificates of insurance of their comprehensive general liability, automobile liability, and workers' compensation coverages as described above and with written notice of cancellation and waiver of subrogation in favor of

the Contractor and the Authority. Also, the Contractor, and the Authority shall be named as additional insureds.

- j) Waiver of Subrogation Each of the parties hereto hereby releases the other and the other's partners, agents and employees, to the extent of each party's insurance coverage, from any and all liability for any loss or damage which may be inflicted upon the property of such party, even if such loss or damage shall be brought about by the fault or negligence of the other party, its partners, agents or employees, provided, however, that this release shall be effective only with respect to loss or damage occurring during such time as the appropriate policy of insurance shall contain a clause to the effect that this release shall not affect said policy or the right of the insured to recover thereunder. If any policy of either party does not presently contain provisions which permit such a waiver, each party agrees to obtain an endorsement to its insurance policies permitting such waiver of subrogation.

## **1.5 INDEMNIFICATION**

- 1.5.1** Indemnification: The Contractor shall defend, indemnify, and save harmless ASM GLOBAL, PCCA, their Chairman, Members, Officers, and employees of, from, and against all claims, suits, judgments, expense, and costs of every kind and description, by reason of injury to persons or damage to property, resulting or alleged to result from any act or omission of the Contractor or his employees or agents, including, but not limited to expenses or claims related to environment contamination, injury or clean up.

## **1.6 BOND**

Vendor will be required to execute a Performance and Payment Bond, in a form acceptable to the PCCA, for 100% of the total annual amount to secure the performance of all terms of the Contract; said bond to be in place upon the execution of the Contract.

## **1.7 LABOR**

- 1.7.1** Vendor shall provide, at its own expense, qualified, union or licensed labor in the applicable trades. Vendor, at ASM GLOBAL's request, will remove or replace any employee at our discretion.

## **1.8 LICENSES AND LAWS**

- 1.8.1** All licenses and/or permits will be provided by the vendor.
- 1.8.2** Vendor shall at all times observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations and shall indemnify, save and hold harmless, the PCCA, ASM GLOBAL and all of their officers, agents and employees against any and all claims or liability arising from or in connection with the violation of any such law, ordinance, rule or regulation, whether such violation is caused by Vendor, or its agents, employees, suppliers, or subcontractors.

## 1.9 CENTRIFUGAL WATER COOLED CHILLERS – SCOPE OF WORK

1. Perform Planned Maintenance Inspection Services on Equipment at the Pennsylvania Convention Center as listed in Schedule I.
2. The Scope of Work includes scheduled Eleven (11) Operational and One (1) Comprehensive inspections, One (1) Oil Filter Analysis, One (1) Oil Analysis and One (1) chiller tube brushing per year. A detailed report of each inspection will be issued to the Pennsylvania Convention Center. The report will include equipment readings taken during inspection, condition of equipment, recommended repairs, maintenance performed, and recommendations in reducing energy consumption, where applicable.
3. The Planned Maintenance Inspection Services will include but not be limited to the following items:

### 3.1 Comprehensive Inspection

- a. Complete any required maintenance checklists, report observations to PCCA Facilities Department.
- b. Check overall condition of unit.
- c. Check for unusual noises or vibrations.
- d. Lubricate motor bearings.
- e. Check speed increaser.
- f. Verify drive alignment.
- g. Check drive coupling.
- h. Check Operating Controls.
- i. Check safeties.
- j. Check and tighten electrical connections.
- k. Reset purge counter (if applicable)
- l. Change purge filters.
- m. Check oil heater.
- n. Inspect starter.
- o. Check capacity control and linkage.
- p. Conduct visual inspection of condenser tubes.
- q. Conduct refrigerant leak check.
- r. Meg ohm test compressor motor.
- s. Check compressor oil level.
- t. Change oil filters.

### 3.2 Operational

- a. Check with the PCCA Facilities Department for operation deficiencies.
- b. Check for proper water flow.
- c. Check system pressures and temperatures.
- d. Check refrigerant charge.
- e. Check compressor oil levels.
- f. Check capacity control and linkage.

- g. Check oil heater.
- h. Check operation of purge.
- i. Visually inspect for refrigerant and oil leaks.
- j. Check steam temperature and pressure.
- k. Check surface condenser and hot well.
- l. Check condensate pump and starter (if applicable) and lubricate bearings as required.
- m. Check for unusual noise and vibration.
- n. Check overall condition of unit.

### 3.3 Chiller tube brushing

- a. Replace Gasket.
- b. Complete any required maintenance checklists, report observations to PCCA Facilities Department.
- c. Remove head.
- d. Drain water from tubes.
- e. Isolate tubes.
- f. Check with the PCCA Facilities Department for operation deficiencies.
- g. Replace head.
- h. Mechanically brush tubes.

### 3.4 Oil Filter Analysis

- a. Complete any required maintenance checklists, report observations to PCCA Facilities Department.
- b. If particles are noted, send for analysis.
- c. Remove filter and visually inspect.
- d. Check with the PCCA Facilities Department for operation deficiencies.

### 3.5 Oil Analysis

- a. Check with the PCCA Facilities Department for operation deficiencies.
- b. Label and complete paperwork indicating present and operating conditions.
- c. Drop off for analysis.
- d. Remove sample in approved container.
- e. Complete any required maintenance checklists, report observations to PCCA Facilities Department.

## 1.10 NOX TESTING

1. Perform Planned Maintenance Inspection Services on Equipment at the Pennsylvania Convention Center as listed in Schedule I.
2. The Scope of Work includes scheduled One (1) Comprehensive inspection per year. A detailed report of each inspection will be issued to the Pennsylvania Convention Center.

The report will include equipment readings taken during inspection, condition of equipment, recommended repairs, maintenance performed, and recommendations in reducing energy consumption, where applicable.

3. The Planned Maintenance Inspection Services will include but not be limited to the following items:
  - a. Provide testing to measure the Nitrogen Oxide (NOX) and Carbon Monoxide (CO) of the boiler emissions.
  - b. Testing of boilers.
  - c. Testing will be done in both gas-fired and oil-fired mode.
  - d. Make minor adjustments, as necessary to ensure unit emissions are within specifications.
  - e. Provide detailed combustion analysis report.

### **1.11 BOILER – SCOPE OF WORK**

1. Perform Planned Maintenance Inspection Services on Equipment at the Pennsylvania Convention Center as listed in Schedule I.
2. The Scope of Work includes scheduled Five (5) Operational, One (1) Comprehensive inspection, and One (1) Boiler tube brushing per year. A detailed report of each inspection will be issued to the Pennsylvania Convention Center. The report will include equipment readings taken during inspection, condition of equipment, recommended repairs, maintenance performed, and recommendations in reducing energy consumption, where applicable.
3. The Planned Maintenance Inspection Services will include but not be limited to the following items:

#### **3.1 Comprehensive**

- a. Check with the PCCA Facilities Department for operation deficiencies.
- b. Check contactors.
- c. Check and tighten electrical connections.
- d. Check gas pressure regulator.
- e. Check and clean ignition and flame safeguard.
- f. Clean combustion fan wheel.
- g. Check flame quality.
- h. Perform pilot turndown test (if applicable)
- i. Visually inspect combustion chamber, draft diverter and flue for accumulation of soot.
- j. Check all safeties.
- k. Check operating controls.
- l. Lift relief valve to ensure proper operation
- m. Blow down low water cut-off.
- n. Check motor and fan bearings, lubricate as required.
- o. Check temperatures and pressure.

- p. Check make-up water operation.
- q. Check for leaks.
- r. Complete any required maintenance checklists, report observations to PCCA Facilities Department.

### 3.2 Operational

- a. Check with the PCCA Facilities Department for operation deficiencies.
- b. Check gas pressure regulator.
- c. Check and clean ignition and flame safeguard.
- d. Check flame quality.
- e. Visually inspect combustion chamber, draft diverter and flue for accumulation of soot.
- f. Check all safeties.
- g. Check relief valves for leakage.
- h. Assure fuel shutoff.
- i. Blow down low water cut-off.
- j. Check motor and fan bearings, lubricate as required.
- k. Check temperatures and pressure.
- l. Check electrical connections.
- m. Check make-up water operation.
- n. Check for leaks.
- o. Complete any required maintenance checklists, report observations to PCCA Facilities Department.

### 3.3 Boiler Tube brushing

- a. Isolate tubes.
- b. Check gas pressure regulator.
- c. Drain water from tubes.
- d. Remove head.
- e. Complete any required maintenance checklists, report observations to PCCA Facilities Department.
- f. Replace gasket
- g. Replace head.
- h. Mechanically brush tubes.

### 3.4 Miscellaneous Services

- a. Provide two (2) days per boiler to verify combustion parameters firing natural gas and #2 oil.
- b. Provide all adjusting of the servo motors for repeatability.
- c. Verify Draft Damper Operation, draft transmitter calibration, gas flow meter, oil flow meter, tighten all set screws on couplings, scanner operation/cleaning.
- d. Verify Plant Master operation and set point control.
- e. Verify automatic fuel oil pump operation.

## **1.12 WATER TREATMENT – SCOPE OF WORK**

1. Perform yearly service to include;
2. Furnish, deliver, and apply the chemicals.
3. Regularly inspect the feeding equipment.
4. Regularly collect and analyze samples of the treat water.
5. Review chemical control of the treatment.
6. Provide on-site field analysis and service report each visit.
7. Report excessive system water losses and other abnormal operation condition within the limits of the test data.
8. Service visit will be conducted monthly throughout the year.

## **1.13 HEAT EXCHANGERS – SCOPE OF WORK**

1. Perform Planned Maintenance Inspection Services on Equipment at the Pennsylvania Convention Center as listed in Schedule I.
2. The Scope of Work includes scheduled One (1) Comprehensive inspection per year. A detailed report of each inspection will be issued to the Pennsylvania Convention Center. The report will include equipment readings taken during inspection, condition of equipment, recommended repairs, maintenance performed, and recommendations in reducing energy consumption, where applicable.
3. The Planned Maintenance Inspection Services will include but not be limited to the following items:

### **3.1 Comprehensive**

- a. Check with the PCCA Facilities Department for operation deficiencies.
- b. Check Operating and Safety Controls.
- c. Inspect for System leaks.
- d. Complete any required maintenance checklist, report observations to PCCA Facilities Department.
- e. Check for fouling.
- f. Confirm flow system.
- g. Inspect Structural elements and mounting points for vibration, corrosion, and damages.
- h. Document any problems and corrections.
- i. Provide one (1) comprehensive cleaning per heat exchanger for the 3 year initial term per the manufacturer's recommendations.

## **1.14 EDDY CURRENT TESTING**

1. Perform One test per year for Centrifugal and Absorption Chillers on Equipment at the Pennsylvania Convention Center as listed in Schedules I & II.



## **1.15 COOLING TOWER CLEANING & TESTING**

1. Perform Planned Maintenance Inspection Services on Equipment at the Pennsylvania Convention Center as listed in Schedule I.

The Scope of Work includes annual cleaning and comprehensive inspection on the cooling towers for the East and West Central Plants with a total of twelve (12) cells.

- a. Lockout tag out all energy sources.
- b. Mobilize scaffolding at roof level.
- c. Remove inlet screen.
- d. Remove honeycomb fill from exterior.
- e. Spray with cleaning solution and rinse thoroughly.
- f. Pressure wash fill.
- g. Reinstall honeycomb fill.
- h. Pressure wash hot water basins.
- i. Vacuum sumps and flush.
- j. Grease all fan and motor bearings.
- k. Inspect overall condition of towers including fan blades, fill media, fan sheaves and galvanized materials.
- l. Change fan belts and adjust to proper tension. PCC to provide fan belts.
- m. Reinstall inlet screens.
- n. Record findings and recommendations and submit with the report.
- o. Return towers to operations.
- p. Clean area and demobilize from worksite.

2. Legionella testing is required at the East and West cooling tower locations with one (1) sample at each location.

## **1.16 ABSORPTION CHILLERS - SCOPE OF WORK (ALTERNATE #1)**

1. Perform Planned Maintenance Inspection Services on Equipment at the Pennsylvania Convention Center as listed in Schedule II.

- a. The Scope of Work includes scheduled Eleven (11) Operational and One (1) Comprehensive inspections, One (1) Lithium Bromide analysis, One (1) Oil Analysis and One (1) chiller tube brushing per year. A detailed report of each inspection will be issued to the Pennsylvania Convention Center. The report will include equipment readings taken during inspection, condition of equipment, recommended repairs, maintenance performed, and recommendations in reducing energy consumption, where applicable.
  - b. Work to be performed under compliance Manufacturer's oversight, specifications, training and certification by JCI/York Factory Trained and Authorized Technicians.
2. The Planned Maintenance Inspection Services will include but not be limited to the following items:

## 2.1 Comprehensive Inspection

- a. Check with the PCCA Facilities Department for operation deficiencies.
- b. Check and tighten electrical connections and contactors.
- c. Rebuild Purge diaphragm valves.
- d. Check purge count and solution analysis for indication of leaks and make recommendations.
- e. Change purge pump oil if necessary.
- f. Inspect and make recommendations of water side tubes.
- g. Remove and clean pilot assembly, inspect all burner components for wear clean and lubricate as needed.
- i. Check safeties.

## 2.2 Operational

- a. Complete any required maintenance checklists, report observations to PCCA Facilities Department.
- b. Check with the PCCA Facilities Department for operation deficiencies.
- c. Check for tube fouling.
- d. Check Generator heat source for proper operation.
- e. Check for proper solution and refrigerant levels.
- f. Check accuracy of instrumentation.
- g. Check for proper jacket temperatures of pumps.
- h. Check for proper amperage draw of pumps and ultimate vacuum.
- i. Check for unusual noises, vibration, and wear, report recommendations.
- j. Check overall condition of unit.

## 2.3 Lithium Bromide Analysis

- a. Complete any required maintenance checklists, report observations to PCCA Facilities Department.
- b. Label and complete paperwork indicating present operating conditions.
- c. Drop off for analysis.
- d. Remove sample in approved container.
- e. Materials are included in full maintenance.
- k. Check with the PCCA Facilities Department for operation deficiencies.

## 2.4 Oil Analysis

- a. Check with the PCCA Facilities Department for operation deficiencies.
- b. Label and complete paperwork indicating present operating conditions.
- c. Drop off for analysis.
- d. Remove sample in approved container.
- e. Materials are included in full maintenance.

- f. Complete any required maintenance checklists, report observations to PCCA Facilities Department.

## 2.5 Chiller Tube Brushing

- a. Check with the PCCA Facilities Department for operation deficiencies.
- b. Isolate tubes.
- c. Drain water from tubes.
- d. Remove head.
- e. Mechanically brush tubes.
- f. Replace gasket.
- g. Replace head.
- h. Complete any required maintenance checklists, report observations to PCCA Facilities Department.

## **1.17 PUMP EQUIPMENT - SCOPE OF WORK (ALTERNATE #2)**

1. Perform Planned Maintenance Inspection Services on Equipment at the Pennsylvania Convention Center as listed in Schedule III.

- a. The Scope of Work includes scheduled comprehensive inspection on the 15 Split casing pumps each year. Year 1 will include the West plant, (Qty. 7) HSC split casing pumps (Qty. 7) and exclude East plant split casing pumps (Qty. 8). Plant comprehensive inspections shall rotate each year for the split casing pumps.
- b. All other pumps including double suction pumps and secondary vertical in-line pumps shall have a schedule comprehensive inspection annually.
- c. Work to be performed under compliance Manufacturer's oversight, specifications, training and certification by JCI/York Factory Trained and Authorized Technicians.

### 2.1 Split Casing Pumps Comprehensive Inspection

- a. Check with the PCCA Facilities Department for operation deficiencies.
- b. Isolation and draining system by the PCCA Facilities Department.
- c. Lock out tag out.
- d. Remove casing bolts.
- e. Remove casing.
- f. Inspect rotating element for wear or abnormalities.
- g. Clean gasket surface.
- h. Replace Gaskets.
- i. Apply liquid gasket before installing upper casing.
- j. Let liquid cure for 24 hours.
- k. Check for any leaks.

### 2.2 VSX and Vertical in-line Pump Comprehensive Inspection

- a. Grease each pump.
- b. Visually inspect each pump.
- c. Test run.
- d. Report any deficiencies or abnormalities.

### **1.18 SAFETY**

1. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. Responsibility to protect and prevent damage to property during removal, relocation or replacement actions rests solely with the contractor. The contractor shall restore to its original condition without extra costs to Pennsylvania Convention Center, property that shall be damaged due to the acts or omissions of any employees, agents, or subcontractors of the contractor. Such repairs shall meet the requirements of Pennsylvania Convention Center. Take proper care and protect all finished work by substantial covering until accepted by Pennsylvania Convention Center. To ensure public safety, the contractor shall provide the required barricading, cones, safety tape, etc., for all areas, which have work in progress.
  1. The Vendors trucks and other vehicle must have company name or logo permanently attached and must be parked in authorized areas or spaces.
  2. Vendor shall meet ASM GLOBAL Contractor compliance for requirements.
  3. Complete Contractor Safety Compliance Form information in accordance with OSHA 29 CFR General Industry Standards.

### **1.19 SPARE PARTS**

1. Continue to keep spare parts inventory onsite current at all times. Utilized parts shall be replaced within 10 days.
2. Special order parts and equipment shall be available within 4 weeks.

### **1.20 COORDINATION WITH OWNER**

1. At the commencement of each routine maintenance inspection contact a representative specified by the owner.
2. Discuss the operation of the equipment and take immediate action on all problems.
3. Should a problem be of a nature that cannot be satisfactorily resolved during that visit, report back to the owner's representative explaining why it was not possible to correct the problem and when the problem will be resolved

### **1.21 SERVICE REPORTS**

1. Show on each regular maintenance service report the performed and required parts.

2. Submit to PCCA/ASM Global electronic monthly reports including for all service reports. Reports must have the ability to be imported into the PCCA/ASM Global CMMS software system known as ALTUM.

## **1.22 PERSONNEL**

1. Personnel at all times must present a neat, uniformed and professional appearance and their movement in the building is within the requirements of their work.
2. Contractor to provide proficient, competent, trained personnel with extensive troubleshooting knowledge.

## **1.23 REPAIRS**

- a. Advise the owner at least two weeks prior to scheduled repair work, outside the regular maintenance procedures
- b. Advise the owner immediately, of any non-scheduled repair work requiring equipment to be removed from service, as mutually agreed upon by both parties.
- c. In all cases, communicate the status of repairs to the owner at the beginning and close of the normal working day.
- d. In the case of all repairs, advise and discuss with the owner the merits of continuing in overtime to completion of the repair, and proceed with such overtime work when authorized in writing by the owner
- e. Where possible, indicate the time required for completion of repairs.

**SECTION III**  
**SCHEDULES**

**SCHEDULE I**

**BOILER, CENTRIFUGAL CHILLER, COOLING TOWER, PLATE EXCHANGER &  
DRY COOLER EQUIPMENT**

**Pennsylvania Convention Center – Central Plant West**

<b>Equipment</b>	<b>Make</b>	<b>Model</b>	<b>Serial Number</b>
Boiler, Gas, HW 120-750 MBH 50- 300HP	Burnham	LN45PN 500 50-GOPF	30-395
Boiler, Gas, HW 120-750 MBH 50- 300HP	Burnham	LN45PW 500 50-GO PF	30-392
#1 Heat Exchanger	Thermal Solutions	TL 35-BFG	3011-97875
#2 Heat Exchanger	Thermal Solutions	TL 35-BFG	3011-97874
#3 Chiller, Water Cooled, High Pressure Centrifugal, 1500- 1999 Tons	York	YKR6RSK4DDGS	SHVM344650
#4 Chiller, Water Cooled, High Pressure Centrifugal, 1500- 1999 Tons	York	YKR6RSK4DDGS	SHVM344890
Chiller Refrigerant Monitors			
Cooling Tower Cells (6)	BAC	3985C-2	U095033003
Cooling Tower Booster Pumps (3)	Tigerflow	C825AM-7	294834
Plate Exchanger (2)	Bell & Gossett		448578-01
Dry Cooler	Libert	83900101	T23A01067

**Pennsylvania Convention Center – Central Plant East**

<b>Equipment</b>	<b>Make</b>	<b>Model</b>	<b>Serial Number</b>
#1 Boiler, Gas, HW 120-750 MBH 50-300HP	Cleaver Brooks	CB-1 200-500-125	OL104360
Boiler, Gas, HW 120-750 MBH 50-300HP	Cleaver Brooks	CB-1-200-500-125	OL104361
#3 Chiller, Water Cooled, High Pressure Centrifugal, 1500-1999 Tons	York	YKWHVDJ4DEF	SDP773090
#2 Chiller, Water Cooled, High Pressure Centrifugal, 1500-1999 Tons	York	YKWHVDJ4DEF	SDP772950
Chiller Refrigerant Monitors			
Cooling Tower Cells (6)	Evapco	AT 228-0624	13-521747



**SCHEDULE II**

**ABSORPTION CHILLER EQUIPMENT**

**Pennsylvania Convention Center East & West Plants**

<b>Equipment</b>	<b>Make</b>	<b>Model</b>	<b>Serial Number</b>	<b>Plant</b>
#1 Chiller, Water Cooled, Absorption (Two-Stage Direct-Fired)	York	YHAU-CGH700EXS	50612C31930044	East
#4 Chiller, Water Cooled, Absorption (Two-Stage Direct-Fired)	York	YHAU-CGH700EXS	50612C31930042	East
#1 Chiller, Water Cooled, Absorption (Two-Stage Direct-Fired)	York	FD19S46HSD	UGVM082928	West
#2 Chiller, Water Cooled, Absorption (Two-Stage Direct-Fired)	York	FD19S46HSD	UGVM082927	West

**SCHEDULE III**  
**PUMP EQUIPMENT**

**Pennsylvania Convention Center East & West Plants**

<b>Equipment</b>	<b>Quantity</b>	<b>Plant</b>
B&G HSC split casing CW pumps	7	West
B&G VSX double suction secondary HW pumps	4	West
B&G VSX double suction primary HW pumps	5	West
B&G VSX double suction primary CHW pumps	5	West
B&G VSX double suction secondary CHW pumps	3	West
B&G 3 split casing CHW primary pumps	4	East
B&G 3 split casing HW boiler pumps	2	East
B&G 3 split casing HW absorber pumps	2	East
B&G VSX VSH double screen suction CW pumps	4	East
Secondary vertical in- line HW booster pumps	2	East
Secondary vertical in- line CHW booster pumps	4	East
Vertical Crossover HW Pumps	2	East

## **SCHEDULE IV**

### **PENNSYLVANIA CONVENTION CENTER WATER TREATMENT SPECIFICATION FOR PLANNED MAINTENANCE FOR CENTRAL PLANTS EAST AND WEST**

#### **1. WATER TREATMENT SERVICES**

Contractor will provide a complete water treatment program that will protect critical equipment and piping from deterioration due to corrosion and fouling of waterside surfaces while allowing this equipment to operate at optimum efficiency. Contractor shall furnish effective products, quality service and good communications, all designed to meet the performance expectation outlined in this specification and jointly agreed upon. Contractor will provide all labor, chemicals, materials, test kits, coupons, tools, instruments, and equipment necessary to chemically treat and maintain the total water chemistry for all boilers, water heaters, cooling towers and open and closed circulating water systems at THE PLANT to ensure a proper and safe, dependable operating condition for maximum safety and operating efficiency. Contractor shall measure and verify all capacities and noted condition, sizes, types of all equipment and conditions at job site, as he will be responsible for the proper chemical supply, installation, testing and analysis reports. Contractor is to provide all the necessary chemicals to clean the entire cooling tower, chilled water and closed loop system at the startup of the cooling season and to properly lay up the systems at the end of the cooling season. The list of equipment is not meant to be all inclusive but to act as an outline. All components of THE PLANT's HVAC systems are to be covered under this contract unless specifically excluded.

Contractor will provide a complete water treatment program that will protect critical equipment and piping from deterioration due to corrosion and fouling of waterside surfaces while allowing this equipment to operate at optimum efficiency. Contractor shall furnish effective products, quality service and good communications, all designed to meet the performance expectation outlined in this specification and jointly agreed upon.

Contractor must have their own ISO Certified laboratory. The following capabilities are required for the in house lab:

Full Service In House Lab

- Atomic Absorption & ICP Testing
- Corrosion Monitoring
- Microbiological Testing
- Resin Analysis
- Amine Distribution Studies
- Metallurgical Studies & Analysis
- Equipment Inspection Reports
- Orbisphere Studies & Reporting
- Water Filtration Equipment Services for clients

Two (2) Legionella Tests per year on the Cooling Tower(s) are required.

## **2. PRODUCT SPECIFICATIONS FOR THE SYSTEMS**

### **A. Cooling Tower Treatment**

- Corrosion/Scale Inhibitor -corrosion/scale inhibitor will be supported by a polymer (for calcium phosphate stabilization), phosphonate/PBTC (for calcium carbonate stabilization and additional corrosion protection) and azole (tolytriazole or benzotriazole). Please select a product that will provide a minimum of 5 ppm of phosphonate (PBTC), 15 ppm of polymer (for calcium phosphate inhibition) and 2 ppm of azole in the cooling tower.
- Cooling tower oxidizing biocide – please select a liquid stabilized bromine based chemistry. Chlorine is not acceptable. Product will be fed
- (3) times per week to achieve a minimum of 1 ppm free residual chlorine for a minimum of 1 hour. Frequency will be reduced to (1) time per week during winter months.
- Cooling tower non-oxidizing biocide – please select an isothiazolin based biocide. Product will be fed (2) times per week.
  
- Cooling tower must maintain levels of < 10,000 CFU's at all times.

### **B. Closed Loops**

- Chilled/Hot Water -For the closed loops, a Nitrite based corrosion inhibitor may be selected. A minimum of 400 ppm of Nitrite will be maintained in Chilled Water systems. A minimum of 800 ppm of Nitrite will be maintained for all Heating systems. All

systems must maintain as 5 ppm of residual azole. If Molybdate Inhibitor is chosen, Chilled Water must maintain levels of 60-80 PPM, Hot Water must maintain levels of 100-150 PPM

- Chilled Water and Hot Water Loop Biocide -Systems will be treated 4X/Year with a non-oxidizing biocide (isothiazolin) , or (gluteraldehyde) treatment. SRB's must be routinely tested and eradicated if present.

### 3. OTHER REQUIREMENTS

- A. Contractor will provide a representative that has a college degree in engineering, a minimum of (10) year's documented water treatment experience. A back up representative will also be provided with similar qualifications. If Vendor services locations in surrounding DE or NJ; proof of that service person's-State's Certified Commercial Pesticide Applicator's License must be present with the Proposal.
- B. Contractor will complete (1) services visits for each calendar month. For each visit, contractor will test all operating systems.

Prior to each visit, contractor will provide advance notice as to the time and date of the next service visit. At the close of each service visit, contractor will provide an electronic service report documenting the results of that service visit, actions taken and any support required from THE PLANT staff to resolve open issues.

- C. The Contractor shall provide mild steel and copper corrosion coupons for each system. The Contractor shall analyze one (1) set of copper and steel corrosion coupons on a 90-day schedule for open condenser systems and a 180-day schedule for closed-loop systems. Both pitting and general corrosion rates shall be reported. The coupon report shall contain photographs of the coupon as removed from the rack and after cleaning. The Contractor shall return the used coupons to the designated THE PLANT personnel with the coupon report. Any new coupon racks shall include a flow rate indicator and/or a calibrated flow restrictor designed to maintain a flow rate not to exceed 3 feet per second and a 12-inch long horizontally oriented steel pipe spool piece. Copper corrosion rates must be < .1 MPY. Mild Steel corrosion rates must be < 2.0 MPY.

- D. All liquid treatment chemicals, unless otherwise agreed upon, will be delivered to stationary OSHA approved chemical feed tanks. Tanks will be double walled or have at least 120% secondary containment and be properly labeled with MSDS sheets physically attached to the tanks. Contractor shall insure that delivery personal have proper safety equipment when completing chemical transfers. Any transfer containers used during this process shall be removed from the site once the transfer has been completed. If any empty chemical containers from the Contractor are on site during this delivery, they will also be removed.
- E. All deliveries must be completed by properly trained delivery professionals. Delivery professionals should have documented Hazardous Material Training and Emergency Response HAZWOPER training. (29 CFR 1910.120). Delivery professionals should be employees of the Contractor.
- F. Contractor shall retain ownership of all chemical inventories throughout the term of the contract. If for any reason during the contract, or at the expiration of the contract, THE PLANT decides not to continue to work with the Contractor, the Contractor will be required, at no cost to THE PLANT, to remove the remaining chemical inventory from the site.
- G. Contractor will provide testing reagents necessary to complete on site testing by the operators.
- H. The chemical feed equipment capability must have:
1. Remote automation and control of existing Condenser Water system via Ethernet and or phone line. WEBMASTER SERIES controller is acceptable. **PROPRIETARY VENDOR EQUIPMENT IS NOT ACCEPTABLE.**
  2. The controller must have the capability to read pH, ORP, Conductivity, Makeup conductivity.
  3. Use Fluorescence Technology with real time PPM of Inhibitor readings. Inhibitor must be fed off consistent PPM vs. makeup. This will ensure proper protection at all times regardless of excursions.
  4. Capability to present live data 24/7 and alarming capabilities.

5. Corrosion Coupon Rack
6. Contacting Head Makeup and Blowdown water meters must be provided and wired into the controller for live data readings.
  - I. Following receipt of a request to for emergency service request from a designated staff member, Contractor will response to said request within a timely manner not to exceed eight (8) hours on a seven (7) day per week basis.

## **B. Reports**

Service reports for THE PLANT should be delivered in the following format:

-Reports should have a common format across all similar systems utilizing an electronic service tracking and reporting system that is color coded noting control range excursions.

- Operators will have the capability to input daily readings and graph data over multiple time intervals. -Reports should be formatted as to clearly indicate which systems are within specification, near specification or out of specification -Reports should be electronically emailed to all parties involved. -In addition to standard service, additional service related activities that the Contractor will complete, including:

- Annual operator training – on site operators will be trained on safety, chemical testing and basic water treatment fundamentals on an annual basis. Contractor will provide a copy of a standard training package for review after the bid is awarded.
- Equipment inspections – Contractor will make available necessary inspection equipment, including but not limited to digital cameras and chiller/boiler boroscopes. Contractor will physically inspect heat exchangers, boilers and chillers annually to document the condition of this equipment. A detailed report will be provided to THE PLANT for each inspection completed.
- Annual review – on an annual basis, Contractor will complete an annual review with THE PLANT. During this review, Contractor will be prepared to discuss chemical usage rates, performance results, service reports and any open action items that are appropriate for the meeting.

#### 4. CONTRACT GENERAL CONDITIONS

- A. Contractor must comply with all local, state and federal laws, rules, and regulations applicable to this contract including but not limited to Environmental Protection Agency and OSHA.
- B. Contractor's laboratory shall be equipped to analyze samples in accordance with the standard methods of American Water Works Association and the American Society for Testing Materials. All tests and treatment results will be within acceptance standards of the Environmental Protection Agency and all other applicable local, state and federal laws, rules, and regulations
- C. Contractor shall remove from THE PLANT grounds all rubbish and debris created in doing his work and clean the work area.
- D. Material Safety Data sheets must be provided for each chemical as required by the Environmental Protection Agency with all data required before chemicals are used. All empty containers from chemicals must be removed from THE PLANT facilities by the Contractor, and chemicals not used by the termination of this contract must also be removed at no cost to THE PLANT.
- E. If the Contractor should fail to perform any provisions of this contract, THE PLANT upon issuance of a written three day notice to cure, May without prejudice to any other remedy THE PLANT may have, makes good such deficiencies. THE PLANT may deduct the cost for the remedial action thereof from the payment then and thereafter due the Contractor, provided, however, that the Director of Engineering shall approve both such actions and the amount charged to the Contractor.
- F. Contractor will immediately notify THE PLANT Office of Facilities Services of any conditions found which have an adverse and direct effect on the operating efficiency of its equipment.
- G. Contractor must comply with all applicable local, state and federal laws, rules, regulations, codes, etc., and to have or acquire all the appropriate licenses and permits



for operation of their business as applicable at the time of the bid. A NJ OR DE PESTICIDE APPLICATOR'S LICENSE IS NEEDED TO show competency in nearby regulations to adjoining States requiring this License.

**SECTION IV**  
**QUOTATION SHEET**

**QUOTATION SHEET**  
**MUST INCLUDE ALL CHARGES TO BE ASSESSED**

**PROJECT:** **Planned Maintenance for Central Plants East and West**

**LOCATION:** **Pennsylvania Convention Center**

**RESPONDENT:**

**DATE DUE:** **December 11, 2024, by 1:00 P.M.**

**INSTRUCTIONS AND CONDITIONS:**

Price per item includes all labor, materials, and equipment for a five (5) year period. Note any annual escalation.

Boiler & Centrifugal Equipment (Schedule I) - YEAR 1	\$ _____/year
Boiler & Centrifugal Equipment (Schedule I) - YEAR 2	\$ _____/year
Boiler & Centrifugal Equipment (Schedule I) - YEAR 3	\$ _____/year
Boiler & Centrifugal Equipment (Schedule I) - YEAR 4	\$ _____/year
Boiler & Centrifugal Equipment (Schedule I) - YEAR 5	\$ _____/year
Alternate #1 – Absorption Chiller Equipment (Schedule II) - YEAR 1	\$ _____/year
Alternate #1 – Absorption Chiller Equipment (Schedule II) - YEAR 2	\$ _____/year
Alternate #1 – Absorption Chiller Equipment (Schedule II) - YEAR 3	\$ _____/year
Alternate #1 – Absorption Chiller Equipment (Schedule II) - YEAR 4	\$ _____/year
Alternate #1 – Absorption Chiller Equipment (Schedule II) - YEAR 5	\$ _____/year
Alternate #2 – Pump Equipment (Schedule III) - YEAR 1	\$ _____/year
Alternate #2 – Pump Equipment (Schedule III) - YEAR 2	\$ _____/year
Alternate #2 – Pump Equipment (Schedule III) - YEAR 3	\$ _____/year
Alternate #2 – Pump Equipment (Schedule III) - YEAR 4	\$ _____/year
Alternate #2 – Pump Equipment (Schedule III) - YEAR 5	\$ _____/year

Standard Hourly Rate \$ \_\_\_\_\_/hour

Overtime Rate \$ \_\_\_\_\_/hour

Discounts on Parts/Service \_\_\_\_\_%

THE PRICES INDICATED SHALL BE THE ACTUAL PRICE TO THE PCCA AND SHALL REMAIN CONSTANT AND SHALL NOT BE AFFECTED BY OUTSIDE INFLUENCES. BY SUBMITTING A RESPONSE VENDOR AGREES TO THIS.

**READ ALL INSTRUCTIONS AND CONDITIONS BEFORE QUOTING.**

**COMPANY** \_\_\_\_\_

**COMPANY REP** \_\_\_\_\_

**PHONE NO.** \_\_\_\_\_

**EMAIL** \_\_\_\_\_