



THE INDIANAPOLIS PUBLIC LIBRARY REQUEST FOR PROPOSALS RFP 005 - MECHANICAL SERVICES

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I. BACKGROUND AND GENERAL INFORMATION

The Indianapolis Public Library ("IndyPL"), by issuing this Request for Proposals ("RFP") is requesting proposals ("Proposals") from qualified Vendors ("Vendors") to provide routine heating, ventilation, and air conditioning mechanical services ("Services") for twenty-one (22) branch libraries ("Branches"), the Central Library ("Central"), and the Library Services Center ("LSC") for a total of twenty-four (24) locations (together referred to as "Facilities"). A partial list of HVAC equipment ("Equipment") to be included in the Services is documented in **Attachment H** of this RFP; vendors must review all facilities to understand full scope. IndyPL plans to enter into a Contractual Agreement ("Agreement") with one Vendor for the Services. The term Contractor ("Contractor") is used throughout this RFP to define the form or forms selected to perform the Services described in this RFP.

IndyPL intends to review the Proposals submitted by Vendors with the intent of entering into a contractual Agreement ("Agreement") with one Vendor for the Services described in the RFP.

IndyPL is seeking Vendors whose combination of experience, personnel, and processes will provide timely, cost-effective and exemplary Services. It is the intent of IndyPL to work with the selected Vendor for the Services to reach an agreed upon fee for the Services.

This RFP describes the Services and contains an overview of the terms and conditions for the Agreement.

IndyPL is committed to supporting and encouraging economic growth and business opportunities in Marion County by strengthening IndyPL's relationships with minority, women, disability and veteran-owned business enterprises by providing an equal opportunity for participation in all IndyPL business.

The IndyPL Board of Trustees, with Resolution 28-2020, has adopted Minority/Women/Disability/Veteran-Owned Business Enterprise Utilization Goals. The utilization goal for Minority-owned Business Enterprises (MBE) is fifteen percent (15%). The utilization goal for Women-owned Business Enterprises (WBE) is eight percent (8%). The utilization goal for Disability-owned Business Enterprises (DOBE) is one percent (1%). The utilization goal for Veteran-owned Business Enterprises (VBE) is three percent (3%).

Form to be completed and submitted within three (3) business days of bidder's/proposer's notification of award - ***MBE/WBE/VBE/DOBE Participation Goals Plan for Construction, Goods/Supplies, and Services.***

Compliance with the utilization goals will be based on the cumulative amount of Work issued under the Contract. To assist in evaluating the Proposals, Contractor shall complete and include, **Attachment B** – Vendor Proposal Sheet and Non-Collusion Affidavit.

1. Response Due Date. The responses are due at the date, time, and location established in **Attachment E**.
2. Partnerships in Response to the RFP. IndyPL will consider partnerships between Vendors to provide the Services.
3. Agreement Period. The Agreement period shall as described in **Attachment G**.
4. Definitions. The term Vendor ("Vendor") denotes those entities submitting a Proposal in response to this RFP. The term Contractor ("Contractor") is used throughout this RFP to define the entity selected to provide the Services described in this RFP.
5. Pre-Proposal Conference. A Pre-proposal Conference will be held at the date, time, and location established in **Attachment E**. Notification of planned attendance is required.

II. REQUIRED SERVICES

The Contractor shall have, at a minimum, the capabilities listed in this RFP, and the Proposal submitted shall reflect in detail the degree of expertise in utilizing these capabilities and the ability to provide and comply with the requirements hereof.

The Contractor shall have and maintain all proper and required licensures in the State of Indiana necessary to provide the Services. The Contractor shall have the capability and workforce to conduct the planning, coordination, implementation, and support of the required Services.

Specific Service requirements for are included in **Attachment A**.

III. ATTACHMENTS

Attachment A – Scope of Services

Attachment B – Vendor Proposal Sheets and Non-Collusion Affidavit

In addition to submission of information required by the Vendor Proposal Sheets, if a Vendor believes that additional services or adaptations for the Services beyond those specified in the RFP are required or recommended to fulfill the RFP's intent, the Vendor shall also propose the additional services or adaptations and the associated costs or fees for those additions. In all events, Vendors shall clearly specify which costs, if any, are not included in the fees submitted in the Vendor Proposal Sheet.

Attachment C – MBE/WBE/VBE/DOBE Business Utilization Program Summary

The MBE/WBE/VBE/DOBE Business Utilization Program Summary is an information guide for maximizing contracting and subcontracting opportunities for all qualified and available MBE/WBE/VBE/DOBE businesses. The MBE/WBE/VBE/DOBE Business Utilization Program is comprised of two components, MBE/WBE/VBE/DOBE Participation Goals and Outreach/Good Faith Efforts.

Attachment D – E-Verify Affidavit

The Contractor shall agree to enroll in and participate in the E-Verify Program as required by Indiana Code 22-5-1.7-11 during the hiring process for all employees hired after the date of the Agreement. The Contractor shall also agree to require its subcontractors who may perform work under the Agreement to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor shall agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. IndyPL may terminate a resulting Agreement for default if the Contractor fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by IndyPL of such breach. As a condition to submitting a Proposal and to entering into an Agreement, the Contractor shall execute the E-Verify Affidavit, which shall be an attachment to the Agreement. Such affidavit shall be in the form attached to this RFP.

Attachment E – Request for Proposal Schedule

The Request for Proposal Schedule ("Schedule") for this RFP is a guide. IndyPL reserves the right to make changes to the Schedule and will provide proper notification to all Vendors at the time any changes occur.

Attachment F – Terms and Conditions Governing the Agreement

Attachment G – Draft Agreement

Attachment H – Equipment List

Attachment I – Facility Floor Plans

IV. GENERAL TERMS AND CONDITIONS GOVERNING THE RFP

1. Request for Proposal. IndyPL is notifying Vendors who have the potential to furnish the requested Services. Upon request, each Vendor will receive one copy of the RFP from IndyPL or receive a copy via download from IndyPL's website. Vendors are responsible for making copies as required to satisfy their needs. Vendors are encouraged to initiate preparation of their proposals immediately upon receipt of this RFP, to allow time for all relevant questions and information needs to be identified and answered, and for preparation of a comprehensive and complete response.
2. Point of Contact. All communication with IndyPL shall be directed to the single point of contact for IndyPL identified on the first page of the RFP.
3. Schedule of Activities. **Attachment E** outlines the schedule of major activities for the RFP and the Contractor selection process. IndyPL reserves the right to amend the schedule as necessary.
4. Vendor Qualifications. The Vendor shall have the following minimum qualifications:
 - a. A sound business reputation and required licensures in the State of Indiana necessary to provide the Services;
 - b. Proven capabilities in delivering Services on time and on budget;
 - c. Appropriate resources to satisfy the requirements for the Services requested by this RFP;
 - d. Demonstrated track record in planning, coordination, implementation, and support for similar service relationships; and
 - e. Demonstrated track record in overall client satisfaction.
5. Vendor Rights. All materials submitted in response to this RFP become the property of IndyPL upon delivery, shall not be returned to the Vendor and may be appended to any formal documentation, which would further define or expand the

contractual relationship between IndyPL and a selected Vendor. Each Vendor, as an express condition for IndyPL's consideration of such Vendor Proposal, agrees that the contents of every other Proposal is confidential, proprietary and trade secret information in all technical areas and waives any right to access such Proposals. No submissions or supporting documentation will be returned to Vendor.

Vendors submitting Proposals should recognize that IndyPL is a public body and, as a public body, IndyPL is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

6. Reservation of Rights. This RFP does not commit IndyPL to award an Agreement, to pay any costs incurred in the preparation of a Proposal to this request, or to otherwise contract for any Project. IndyPL reserves the right to accept or reject any or all Proposals received as a result of this RFP, to negotiate with any qualified Vendors, to award only a portion of the Services, to award Services to more than one Vendor, or to cancel in part or in its entirety this RFP, if it is in the best interest of IndyPL to do so. IndyPL will evaluate Proposals based upon the effectiveness of the perceived performance as it relates to IndyPL's specific requirements. The lowest fee Proposal shall not necessarily be selected. IndyPL specifically reserves the right to reject any or all Proposals or any part thereof; or to waive any defects or informalities in a Proposal when it is determined by IndyPL to be in IndyPL's best interest.
7. Late Proposals Not Considered. Proposals received after the stipulated Proposal Submission Deadline established in **Attachment E** will not be considered.
8. Inconsistency or Error in the RFP. Any Vendor believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify IndyPL in writing of such apparent discrepancy. Failure to so notify IndyPL by the Proposal Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.
9. Vendor Errors or Omissions. IndyPL is not responsible for any errors or omissions in Vendor's Proposal.
10. Addenda. IndyPL shall not be responsible for any oral instructions given by any employees or representatives of IndyPL in regard to the proposal instructions, Services requirements, or proposal documents as described in this RFP. Any changes in or clarifications to this RFP will be in the form of a written addendum, which will be furnished to all Vendors who are listed with IndyPL as having received the RFP or to any other Vendor who requests an addendum.
11. Vendor Incurred Costs. The Vendor shall be responsible for all costs incurred in preparing or responding to this RFP.
12. Modification or Withdrawal of Proposal. A Proposal may not be modified, withdrawn or cancelled by a Vendor for ninety (90) days following the Proposal Submission

Deadline and each Vendor so agrees in submitting the Proposal. Proposals may be withdrawn, altered and/or resubmitted at any time prior to the Proposal Submission Deadline. Notice of pre-submittal date withdrawal shall be in writing over the signature of the Vendor or may be submitted to IndyPL by facsimile or electronic mail transmission. If by facsimile or electronic mail transmission, written confirmation over the signature of the Vendor shall have been mailed and postmarked on or before the Proposal Submission Deadline. Withdrawn Proposals may be resubmitted up to the Proposal Submission Deadline, provided that they are then fully in conformance with these general terms and conditions.

13. Rejection of Solicitation Responses. IndyPL reserves the right to reject any or all Proposals received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in IndyPL's best interest. Any Vendor objecting to the rejection of a Proposal, or portion thereof, shall submit a written protest stating the reasons for the protest to IndyPL within five (5) calendar days from the date of IndyPL's Written Notice of Intent to Enter into an Agreement as established in **Attachment E**.
14. Vendor Certification. By submission of a proposal, the Vendor certifies that the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of IndyPL.
15. Exceptions. It is the intent of IndyPL to award an Agreement on a fair, competitive basis. For this reason, IndyPL may view the notation of any "Exception" in response to any material condition or requirement of the RFP as an attempt by the Vendor to vary the terms of the RFP, which, in fact, may result in giving such Vendor an unfair advantage over other Vendors. For this reason, IndyPL will, at its option, not allow exceptions to any material requirement if, in the opinion of IndyPL, the exceptions alter the overall intent of this RFP, unless the exception would be of material benefit to IndyPL.
16. IndyPL's Right to Disqualify For Conflict of Interest. IndyPL reserves the right to disqualify any Vendor on the basis of any real or apparent conflict of interest that is disclosed by the Proposal submitted or any other data available to IndyPL. The right of disqualification is at the sole discretion of IndyPL. Any Vendor submitting a Proposal waives any right to object at any future time, before any agency or board, including but not limited to, IndyPL Board of Trustees, or any court, to IndyPL's exercise of its right of disqualification by reason of real or apparent conflict of interest as determined by IndyPL.
17. Warranties. Any Vendor submitting a Proposal in response to this RFP warrants and guarantees that the Vendor is fully capable of providing the Services and performing each and every task set forth in the Proposal. No limitation or exception to this warranty provision will be acceptable to IndyPL; except, it is understood that

the Vendor is not responsible for any problems in performance caused by improper acts or omissions by IndyPL.

18. Covenant against Contingent Fees. The Vendor warrants that no person or selling agent has been employed or retained to solicit or secure the Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business.

For breach or violation of this warranty, IndyPL shall have the right to immediately terminate the Agreement without liability or in its discretion to deduct from fees or payments due the Vendor the commission, percentage brokerage or contingent fee.

19. Gratuities. IndyPL may immediately terminate consideration of a Vendor Proposal or the right of a Contractor under the Agreement if it is found that gratuities in the form of entertainment, gifts or otherwise of any value were offered or given by the Vendor, or any representative of the Vendor, to any officer or employee of IndyPL with a view toward securing the Vendor selection or Agreement, or the making of any determinations with respect to the issuance or performance of an Agreement; provided that the existence of facts upon which IndyPL makes such findings shall be an issue and may be reviewed in any court of law. In the event of such termination, IndyPL shall be entitled to pursue the same remedies against the Vendor or Contractor as IndyPL could pursue in the event of default by the Vendor or Contractor.

20. Diversity and Inclusion in Employment.

- a. IndyPL is committed to providing an equal opportunity for participation of Minority, Women, Disabled or Veteran Owned Business ("XBE") firms in all IndyPL business.
- b. IndyPL extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal opportunity to compete for IndyPL business and strongly encourages voluntary utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition.
- c. It is the desire of IndyPL to measure participation of XBE firms in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities. Vendors, who meet the City of Indianapolis or State of Indiana criteria of XBE firms or similar requirements for out-of-state firms, may indicate the appropriate certification, with a copy of such certification included in their Proposal.

- d. Any Contractor in performing work under an Agreement resulting from this RFP shall not discriminate against any worker, employee or applicant because of race, creed, color, religion, gender, national origin, age or disability or veteran status, nor otherwise commit an unfair employment practice. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age, disability or veteran status.
21. Protest of Award. Any person or entity who has an objection to the awarding of the Agreement to any Vendor by IndyPL, shall lodge that protest, in writing, with IndyPL no later than 5:00 p.m. local time of the fifth (5th) calendar day following release of IndyPL's Notice of Intent to Enter into an Agreement letter. IndyPL retains the right to reject all protests not filed within this time and those found to be without merit.
22. Vendor Inquiries. Any questions that arise relating to this RFP shall be directed, in writing, or via e-mail to the Point of Contact identified on the cover page.
23. News Releases. News releases pertaining to this RFP or the Services shall not be made without prior approval of IndyPL.
24. Standard/Licensure Requirements. The Contractor shall provide documentation to IndyPL evidencing all necessary business licenses to provide the Services prior to the awarding of the contract.
25. Out of State Vendors. It shall be a condition to the Agreement that any out-of-state Vendor that may be selected as the Contractor shall be duly registered and qualified to do business within the State of Indiana.
26. Investments. By submission of a proposal, the Vendor certifies that the Vendor is not engaged in any investment activities in Iran pursuant to Ind. Code § 5-22-16.5-13(b).
27. Award. IndyPL reserves the right to award the Services to one (1) or more Vendors when deemed to be in IndyPL's best interest.

V. REQUIRED PROPOSAL FORMAT

1. General Requirements. The Proposals shall contain all information responsive to the RFP and the items listed below.
2. Specific Proposal Format and Content. Information contained in the Proposals shall not exceed forty (40) double-sided pages, including the Vendor Proposal Sheet and Non-Collusion Affidavit, and excluding the cover sheets and tab dividers. In order to facilitate comparison and review of the Proposals, each Vendor should use tab dividers with section numbers and titles consistent with the format outlined below:
 - a. Vendor Introduction and Cover Letter:

- 1) Vendor name, address, phone, fax and e-mail address.
 - 2) Contact person for the Vendor's response to the RFP.
 - 3) Include a statement of availability to meet the schedule in **Attachment E**.
 - 4) Signature of the contact person. This signature serves as verification the Vendor is a legal entity, the Vendor does not discriminate, the contact person is authorized to act on the Vendor's behalf, the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any person associated with IndyPL, and the Proposal will remain valid for at least ninety (90) days.
- b. Vendor Proposal Sheet and Non-Collusion Affidavit included as **Attachment B**.
- c. Vendor Profile and Experience:
- 1) Background information on the Vendor and its operations, including years in business, the nature of services provided, and the size of permanent staff and crew.
 - 2) Information relating to the business organization of the Vendor and any third-party or sub-contractor that may be partnering with the Vendor.
 - 3) Description of the Vendor's organization chart, names of employees primarily assigned to the Services, and the role of each employee.
 - 4) The Vendor shall provide the resumes of all employees intended to serve in supervisory and management roles for the Services.
 - 5) Description of any incidents or claims against a contract, or pending litigations to which the Vendor is a party.
- d. Vendor References:
- 1) The Vendor shall provide a list of the major contracts presently held by the Vendor representative of Services similar to the RFP. The Vendor shall identify three (3) contacts from this list as references by providing the name, position, and phone number for the Contract Manager at each location.
 - 2) The Vendor shall provide a list of the major contracts representative of the Services similar to the RFP that have been closed within the last three years. The Vendor shall identify three (3) contacts from this list as references by providing the name, position and phone number for the Contract Manager at each location.
- e. The Vendor shall provide a work plan outlining the approach, processes, and procedures the Vendor intends to follow in providing the Services. The work plan shall identify equipment, vehicles, traffic control, staffing requirements, tracking methods, waste control, and any special procedures. The work plan shall identify the proposed methods and timelines for communication with IndyPL.
- f. Provide financial statements or other suitable documentation covering the past three (3) years, demonstrating the Vendor possesses adequate reserves and credit capacity to perform the Services required by the RFP. The required financial documentation does not count against the maximum page count, and can be treated as a confidential document under separate cover.
- g. Executed E-Verify Affidavit included as **Attachment D**.
- h. To the extent a Vendor is incapable of complying with or takes exception to any aspect of the requirements, proposal terms, and general terms and conditions described in the RFP, including **Attachments F and G**, the Vendor shall

specifically identify and describe such exceptions in this section of its response to this RFP.

- i. Additional information. Vendor may provide any other information within the maximum page limit that they believe may add to their Proposal.
3. Proposal Submittal Instructions. One (1) original, three (3) print copies, and one (1) electronic PDF copy on a disc, flash, or thumb drive of the Proposal shall be sealed in a package addressed to the IndyPL Point of Contact. Submittals may be delivered electronically prior to the due date specified. Include the following information on the outside of the package:
 - a. Vendor's Name.
 - b. Request for Proposal title.

The Proposal package shall be personally delivered, sent by delivery service, sent by mail to the Point of Contact, or submitted electronically to the Point of Contact at the address identified on the RFP cover page. Regardless of the mode of delivery, the Proposal shall be received by IndyPL by the Proposal Submission Deadline established in **Attachment E** in order to be considered.

4. Opening. The responses received by the deadline will be opened publicly at the date, time, and location established in **Attachment E**.
5. Additional Information. Following receipt of the Proposals, IndyPL reserves the right to request additional information from and conduct discussions to clarify the Proposals with Vendors reasonably susceptible of being awarded the Services. IndyPL will not share information gathered in such discussions with any other competing Vendors.
6. Best and Final Proposals. Following the additional information and/or discussions with the Vendors reasonably susceptible of being awarded the Services, IndyPL reserves the right to request the Vendors provide a Best and Final Proposal. The terms and conditions for submitting a Proposal described above, including late submission, inconsistency or errors, Vendor incurred costs, modification or withdrawal, apply to the Best and Final Proposal.
7. Confidential Information and Public Records. All materials submitted in response to this RFP become the property of IndyPL and shall be subject to disclosure under the Indiana Public Records Act, IC 5-14-3 et seq. ("IPRA"). After the contract award, the entire Proposal may be viewed and copied by any member of the public, including news agencies and competitors. Vendors claiming a statutory exception from disclosure under the IPRA of information included in its Proposal must:
 - a. Place all documents they consider confidential (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" with the Vendor Name, IndyPL Point of Contact Name, and the RFP Title.

- b. Indicate in the transmittal letter for the Proposal that confidential information or materials are included in the submission along with a general description of the information for which confidential treatment is sought.
- c. Indicate in the transmittal letter which statutory exception(s) provision of the IPRA applies to each listed confidential material item.
- d. Provide a redacted version of the Proposal section to properly identify (and black-out) those sections of the Proposal for which Vendor claims an exception from disclosure under the IPRA.

IndyPL reserves the right to make determinations of confidentiality upon consultation with legal counsel. If IndyPL does not agree with the claim that the information designated is confidential under one of the cited disclosure exceptions to the IPRA, it may either discuss its interpretation of the allowable exceptions with the Vendor or reject the Proposal. If agreement can be reached on the nature of the requested confidential materials, the Proposal will be considered. If agreement cannot be reached, IndyPL will remove the Proposal from consideration for award and return the entire "Confidential" package to the Vendor. The rest of the Proposal and other supporting documentation will not be returned to Vendor and remain part of the RFP file. IndyPL will not consider prices, fees, or wage rates to be confidential information. By submission of its Proposal a Vendor acknowledges that IndyPL is required to make disclosures as required by law, and nothing herein shall obligate IndyPL to defend a Vendor's designation of its Proposal or portions thereof as confidential and excepted from disclosure. IndyPL shall not be liable for disclosures required by law.

VI. EVALUATION CRITERIA

IndyPL will evaluate Proposals based upon the effectiveness of the perceived performance as it relates to IndyPL's specific requirements. Upon review of the information included in the Proposals, IndyPL will select the Vendor, or Vendors, that best meet the needs of IndyPL based on a combination of all of the criteria. Overall cost, although an important factor, will be only one of the criteria considered. IndyPL will evaluate the Proposals based on the criteria listed below in no particular order of priority:

1. The satisfaction level of current and former clients of the Vendor under contracts similar to the requirements of IndyPL;
2. Proposed overall cost;
3. Effectiveness of the Work Plan; and
4. XBE Participation
5. Any other criteria deemed relevant by IndyPL.

VII. AWARD

The Contractor shall be ready to proceed with the Services within seven (7) days after the letter of receipt of the Notice of Intent to Enter into an Agreement. IndyPL shall conduct a conference with the selected Vendor(s) after issuing the Notice of Intent to

Enter into an Agreement. The purpose of this conference will be establishing all lines of communication, to review equipment, schedules, work procedures, and other matters.

Attachment A
Request for Proposals
Mechanical Services
Scope of Services

REQUIRED SERVICES

The successful Vendor shall have, at a minimum, the capabilities listed in this RFP, and the Proposal submitted must reflect in detail the inclusion of these Services as well as the degree of expertise in utilizing these capabilities.

All work other than services defined herein will be directed to the Contractor via work order or by telephone only by authorized IndyPL's Manager, Buildings and Grounds.

The following Services and commitments are required of the successful Vendor. By submitting a proposal, Vendors confirm their ability to provide and conform to the following requirements. If a Vendor is unable to perform or takes exception to any of the following, the Vendor Proposal shall clearly state the reason for any such non-compliance.

1. Routine Services: The contractor shall provide all maintenance task as listed below and as recommended by each HVAC equipment manufacturer, designed to minimize wear related failures. Frequency of tasks shall be as recommended by manufacturer or as required by IndyPL's operating needs. Contractor shall manage, operate, and maintain all HVAC equipment listed to ensure efficiency, long-term reliability, and conservation of capital investment. Prudent maintenance must be provided in accordance with industry standards, manufacturer's recommendations, warranty requirements, and the operating and maintenance manuals to ensure warranties remain in effect. Provisions shall be made for enforcing existing equipment warranties and guarantees, and for maintaining all warranties in new equipment purchased after the effective date of the agreement.

Equipment and Maintenance Tasks	
<u>Furnace and small Air handling unit</u> <ul style="list-style-type: none">o Check temperature difference across heat exchanger.o Clean coil face, drain pans, and drains and rinse with mild Clorox solution.o Clean or replace air filters.o Check and adjust drive alignment as necessary.o Check and adjust belt tension as necessary.o Clean and test burner.o Clean fan blades and cut-off plate.	<u>Air Cooled Condensing Unit</u> <ul style="list-style-type: none">o Check and log temperature and pressure difference across condenser and evaporator.o Leak test unit and refrigerant piping connecting joints.o Clean air-cooled condenser coil and fins.o Check safety and operating contacts.o Check starter wiring and contacts 'operation.o Check and log motor amperage

Attachment A
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<ul style="list-style-type: none"> o Refrigerant leak detection as appropriate. o Check and tighten fasteners. o Check starter wiring and controls. o Inspect starter fuses and heaters. o Tighten line voltage connections 	<ul style="list-style-type: none"> per phase. o g. Tighten line voltage connections.
<p><u>AIR HANDLING UNIT: 1-7.5 HP MOTOR</u></p> <ul style="list-style-type: none"> o Check and log temperature across air side. o Check for coil leaks and air leaks through fan cabinet. o Clean coil face, drain pans, and drains. Rinse with mild Clorox solution. o Clean or replace air filters. o Check fan wheel and housing for proper clearances and balance. o Clean humidifier as appropriate if present. o Refrigerant leak detection and replacement, as necessary. o Check and tighten fasteners. o Check starter wiring and controls. o Clean fan blades and cut-off plate. o Check and adjust drive alignment, as necessary. o Check and adjust belt tension, as necessary. o Inspect starter fuses and heaters. o Log motor amperage on each phase. o Tighten line voltage connections. o Verify proper outside air / economizer operation. o Verify Proper freeze-stat operation, if present. o Check UV light filters, if present. 	<p><u>CENTRAL STATION AIR HANDLING UNIT: 10 HP MOTOR AND LARGER</u></p> <ul style="list-style-type: none"> o Check and log temperature and pressure difference across each coil: -Air side, Water side. o Check for coil leaks and air leaks through fan cabinet. o Clean coil face, drain pans, and drains. Rinse with mild Clorox solution. o Clean or replace air filters. o Check fan wheel and housing for proper clearances and balance. o Lubricate fan and motor bearings. o Check and adjust drive alignment as necessary. o Check and adjust belt tension as necessary. o Blow down all strainers. o Clean humidifier as appropriate if present. o Check and tighten fasteners. o Check starter wiring and controls. o Check and log motor amperage on each phase. o Check steam trap operation if present. o Inspect starter fuses and heaters. o Tighten line voltage connections. o Verify proper outside air / economizer operation. o Clean fan blades and cut-off plate. o Verify proper operation of freeze-stat.

Attachment A
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Scope of Services

<p><u>EXHAUST FANS</u></p> <ul style="list-style-type: none"> ○ Clean fan blades and verify proper operation of back draft damper. ○ Verify proper operation according to sequence of operation. 	<p><u>WATER CHILLER</u></p> <ul style="list-style-type: none"> ○ Check gauges and indicator lights for normal operating parameters. ○ Check and log temperature and pressure difference across condenser and evaporator. ○ Leak test entire Unit. ○ Megger compressor motor. ○ Remove oil sample for analysis (100 tons and larger). ○ Replace oil filter / drier. g. Lubricate parts and components as recommended by manufacturer. ○ Log oil level and pressure. ○ Clean air-cooled condenser coil and fins. ○ Brush condenser tubes annually. ○ Check temperature and pressure of refrigeration system. ○ Check safety and operating contacts. ○ Check starter wiring and contacts operation. ○ Calibrate refrigerant low-pressure cutout. ○ Calibrate condenser high pressure cutout. ○ Inspect starter fuses and heaters. ○ Check and log motor voltage and amperage per phase. ○ Tighten line voltage connections. ○ Check and adjust as necessary chiller loading and unloading setpoints. ○ Check air separator tank and valve for proper operation.
<p><u>BOILER</u></p> <ul style="list-style-type: none"> ○ Clean burners. ○ Adjust burner fuel / air mix under load condition. ○ Check and adjust high and low limit controllers. ○ Check for leaks in tubes or sections. ○ Perform surface and bottom blowdown. ○ Clean tubes as appropriate. ○ Check controls wiring, contacts and setpoint. ○ Check for unstable water level during operation (steam boilers). Check relief valve manually by opening while boiler is operating and verify relief valve reseats without leaking. ○ Check water level controls for steam boiler. ○ Check motors and controls of any auxiliary equipment. ○ Check air separator tank and valve for proper operation. 	

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Mechanical Services
Scope of Services

<u>BACKFLOW PREVENTER TESTING AND REPORTING</u> <ul style="list-style-type: none"> ○ Provide annual testing of the domestic main water services. ○ Provide annual testing of the irrigation services. ○ Provide annual testing of the makeup water services. ○ Coordinate all required filings with utilities and regulatory agencies. ○ Testing of the fire protection systems backflow preventers is not in the scope of work. 	<u>PUMPS</u> <ul style="list-style-type: none"> ○ Check for seal leaks. ○ Check and log pressure differential. Note if gauge values are constant or fluctuating. ○ Lubricate parts and components as recommended by manufacturer. ○ Check and adjust drive alignment as necessary. ○ Check and log motor amperage per phase. ○ Blow down / clean strainer. ○ Alternate lead/lag pump operation as appropriate. ○ Tighten line voltage connections.
<u>EXPANSION TANK / MAKEUP WATER VALVE</u> <ul style="list-style-type: none"> ○ Verify water level if non-bladder style and bleed water as necessary for proper level. ○ Check and log water fill pressure. ○ Inspect Back Flow Preventer for leaks, and service as required. ○ Clean strainer in makeup water line. 	<u>STEAM TRAPS</u> <ul style="list-style-type: none"> ○ Inspect acoustically for trap leakage and report results to IndyPL for possible further action.
	<u>TEMPERATURE CONTROL STYSTEMS</u> <ul style="list-style-type: none"> ○ Facilities currently use Distech Tridium Niagara AX Controls. ○ Provide support as needed for controls maintenance.

Quarterly inspections, annual testing, and any other services shall be performed on the Equipment as required by law, regulation and/or local ordinance and other repair and maintenance services shall be provided on an as needed basis as warranted and requested by IndyPL. In the case of an emergency, the successful Vendor must be able to make technicians available on an immediate basis.

2. Locations and Extent of Services: During the term of the agreement, Contractor shall provide the services to all Facilities listed below:

CEN	Central Library	40 East St. Clair	46206
LSC	Library Services Center	2450 North Meridian	46208
BGR	Beech Grove	1102 Main Street, Beech Grove	46107

Attachment A
Request for Proposals
Mechanical Services
Scope of Services

COL	College Avenue Branch	4180 College Avenue	46205
DEC	Decatur Branch	5301 Kentucky Avenue	46221
EAG	Eagle Branch	3905 Moller Road	46254
EWA	East Washington Branch	2822 East Washington Street	46219
E38	East 38 th Street Branch	5420 East 38 th Street	46218
FRA	Franklin Road Branch	5550 S. Franklin Road	46219
GPK	Garfield Park Branch	2502 Shelby Street	46203
GLD	Glendale Branch	6101 N. Keystone Avenue	46220
HVL	Haughville Branch	2121 West Michigan Street	46222
IRV	Irvington Branch	5625 Washington Street	46250
LAW	Lawrence Branch	7898 Hague Road	46256
MAR	Martindale BTW Branch	2434 North Sherman Drive	46218
MIC	Michigan Road Branch	6201 Michigan Road	46268
NOR	Nora Branch	8625 Guilford Avenue	46260
PIK	Pike Branch	6525 Zionsville Road	46268
SOU	Southport Branch	2630 East Stop 11 Road	46227
SPK	Spades Park	1801 Nowland Avenue	46201
WRN	Warren Branch	9701 East 21 st Street	46229
WAY	Wayne Branch	198 South Girls School Road	46231
WIN	West Indianapolis Branch	1216 Kappes Street	46221
WPR	West Perry Branch	6650 S Harding St	46217

3. Additional Services: At the request of IndyPL's Manager, Buildings and Grounds, the Contractor may be required to provide additional services beyond the regular Services ("Additional Services".) The Contractor shall work with IndyPL's Manager, Buildings and Grounds to fully understand the scope of the requested Additional Services, and provide either a lump-sum or time and materials/not-to-exceed quote for IndyPL review and approval prior to commencement of the Additional Services. Any Additional Services shall require a purchase order properly executed by IndyPL, and any and all changes, revisions or modifications to any work orders or change orders must be previously authorized in writing only by IndyPL's Manager, Buildings and Grounds.
4. Emergency Services: In case of an emergency and at the request of IndyPL's Manager, Buildings and Grounds, the Contractor shall have staff immediately available to assist in the response to an emergency consistent with the responsibilities described in this RFP. The Contractor shall maintain records of the time and material expenses incurred in response to the emergency for review and approval by IndyPL prior to invoicing.
5. Qualified Staff. All Services shall be performed by qualified Contractor staff. Contractor employee training documentation must be made available to IndyPL upon request.

Attachment A
Request for Proposals
Mechanical Services
Scope of Services

6. Supervision. The Contractor shall provide supervision for all work crews and personnel when Services are being provided at the Facilities. The Contractor's supervisory and management staff shall be available to meet with IndyPL's Manager, Buildings and Grounds, when requested, to discuss scheduling, requirements, and coordinate any changes in methods or schedules.
7. Single Point of Contact. The Contractor shall have a designated single point of contact for communication with IndyPL concerning the performance of the Services, requests for additional Services, and coordination of schedules.
8. Communication. The Contractor's Staff must be able to communicate orally and in writing with IndyPL Staff.
9. Background Checks. The Contractor shall conduct and maintain annual criminal background checks and drug screen testing on all Contractor's employees and sub-contracted staff. Results of the background checks and drug screens shall be available for review upon request by IndyPL. No employee or sub-contracted staff of the Contractor with a felony conviction shall perform Services at any Facilities.
10. Inspections and Quality Control. Contractor's management representative shall accompany IndyPL's Manager, Buildings and Grounds on reasonable, periodic inspections of the Facilities at no additional expense to IndyPL. If any of the Routine, Additional, or Alternative Services are omitted or found to be unacceptable by IndyPL, the Contractor will be advised of such omission or unacceptable work and will make prompt corrections within twenty-four (24) hours.
11. Uniforms and Identification. Contractor's employees, while on IndyPL premises, shall wear appropriate uniforms and identification furnished by the Contractor. Any of Contractor's employees not having uniforms or valid identification may be required to leave the premises immediately upon request by IndyPL's Manager, Buildings and Grounds. Under no circumstances shall any person not displaying proper identification accompany Contractor's employees on the premises. Violation of this rule by a Contractor's employees, sub-contractors or agents will result in the automatic removal of that person from the Facility and may result in the cancellation of the Agreement.

Attachment B
Request for Proposals
Mechanical Services
Vendor Proposal Sheet and Non-Collusion Affidavit

VENDOR PROPOSAL SHEET

VENDOR: _____

Address: _____

City/State: _____

Telephone Number: _____

Agent of Vendor (if applicable): _____

Email address: _____

Vendor Certification:

The undersigned acknowledges that I/we have received and thoroughly reviewed the Request for Proposals (RFP) dated 4/2/2021, including the addenda listed below, and have visited the Library sites to understand the entire Scope of Services required under the RFP.

Pursuant to notices given, the undersigned, with complete understanding of the requirements and conditions, shall provide the Services fully in accordance with the requirements of the RFP.

Acknowledgement of Receipt of Addenda:

I/We have received and reviewed the Addenda listed below and have included the provisions thereof in the response to the RFP.

Addenda Received: _____

Attachment B
Request for Proposals
Mechanical Services
Vendor Proposal Sheet and Non-Collusion Affidavit

VENDOR FEE SHEET

PRICE CERTIFICATION

If the Vendor's Proposal is accepted, the Vendor agrees to enter into an Agreement with the Library to provide the Services as specified for the following prices:

Annual Cost for Mechanical Maintenance Services for Indianapolis Public Library Facilities

Note: Vendors may submit proposals for any or all facilities.

Spades Park Branch Library	1801 Nowland Avenue	\$ _____
Library Services Center	2450 North Meridian Street	\$ _____
Central Library	40 East St. Clair St.	\$ _____
Beech Grove	1102 Main Street	\$ _____
College Avenue Branch	4180 College Avenue	\$ _____
Decatur Branch	5301 Kentucky Avenue	\$ _____
Eagle Branch	3905 Moller Road	\$ _____
East Washington Branch	2822 East Washington Street	\$ _____
East 38 th Street Branch	5420 East 38 th Street	\$ _____
Franklin Road Branch	5550 S. Franklin Road	\$ _____
Garfield Park Branch	2502 Shelby Street	\$ _____
Glendale Branch	6101 N. Keystone Avenue	\$ _____
Haughville Branch	2121 West Michigan Street	\$ _____
Irvington Branch	5625 Washington Street	\$ _____
Lawrence Branch	7898 Hague Road	\$ _____
Nora Branch	8625 Guilford Avenue	\$ _____
Pike Branch	6525 Zionsville Road	\$ _____
Southport Branch	2630 East Stop 11 Road	\$ _____
Warren Branch	9701 East 21 st Street	\$ _____
Wayne Branch	198 South Girls School Road	\$ _____
West Indianapolis Branch	1216 Kappes Street	\$ _____
Michigan Road Branch	6201 Michigan Road	\$ _____
Martindale BTW Branch	2434 North Sherman Drive	\$ _____
West Perry Branch	6650 S Harding St	\$ _____
Total Annual Cost		\$ _____

Billing shall be invoiced monthly, and shall be submitted for services completed during the monthly invoice cycle.

Time and Material Billing Rate Schedule:

The Vendor agrees the rates quoted below will remain the same and stay in effect for the three (3) years of the contract period:

Mechanic Hourly Rate:	Regular \$ _____	Overtime \$ _____	Holiday \$ _____
Assistant Hourly Rate:	Regular \$ _____	Overtime \$ _____	Holiday \$ _____
Team Hourly Rate:	Regular \$ _____	Overtime \$ _____	Holiday \$ _____
Foreman Hourly Rate:	Regular \$ _____	Overtime \$ _____	Holiday \$ _____
Controls Technician:	Regular \$ _____	Overtime \$ _____	Holiday \$ _____

Attachment B
Request for Proposals
Mechanical Services
Vendor Proposal Sheet and Non-Collusion Affidavit

Additional and Emergency Services:

Additional and Emergency Services hourly rate	\$ _____
Trip Charge	\$ _____
Truck Charge	\$ _____
Fuel Surcharge	\$ _____
Material Markup Rate:	% _____

Other Expenses Associated with the Services:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Attachment B
Request for Proposals
Mechanical Services
Vendor Proposal Sheet and Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

The undersigned, on behalf of the Vendor, being first duly sworn, deposes and states that the Vendor has not, nor has any other member, representative, employee or agent of the Vendor, entered into any combination, collusion or agreement with any person relative to the Service fees to be proposed by anyone at such letting, to prevent any person from submitting a proposal, or to induce anyone to refrain from submitting a proposal.

The undersigned further deposes and states that this Proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person referring to such proposal.

The undersigned further deposes and states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Proposal.

Vendor: _____

By (Signature): _____

Printed Name and Title: _____

Important – Notary Signature and Seal Required in the Space Below

STATE OF _____

Seal:

COUNTY OF _____

Subscribed and sworn to before me this ____ day of _____ 20__.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

Proposal Contents Checklist:

- _____ Vendor Introduction and Cover Letter.
- _____ Vendor Proposal Sheet and Non-Collusion Affidavit included as **Attachment B**.
- _____ Vendor Profile and Experience.
- _____ Vendor References.
- _____ Vendor Sample Work Plan.
- _____ XBE Waiver Application included as **Attachment C**.
- _____ Executed E-Verify Affidavit included as **Attachment D**.
- _____ Comments on the Terms and Conditions included in **Attachments E and F**.
- _____ Vendor Additional Information within the maximum page limit.
- _____ One (1) original, three (3) print copies, and one (1) electronic PDF copy.

Attachment C
Request for Proposals
Mechanical Services
MBE/WBE/VBE/DOBE Business Utilization Program Summary



MBE/WBE/VBE/DOBE BUSINESS UTILIZATION PROGRAM SUMMARY

The Indianapolis Public Library is committed to maximizing subcontracting opportunities for all qualified and available MBE/WBE/VBE/DOBEs. The MBE/WBE/VBE/DOBE Business Utilization Program applies to Library funded contracts of \$50,000.00 or more.

There are two components of the MBE/WBE/VBE/DOBE Business Utilization Program:

- MBE/WBE/VBE/DOBE Participation Goals: This component requires project/contract bidders to make subcontracting opportunities available to minority, women, veteran, and disabled-owned businesses certified in the city's MBE/WBE/VBE/DOBE program at the minimum percentage stated in the bid invitation. To count towards the MBE/WBE/VBE/DOBE participation goal, the MBE/WBE/VBE/DOBE must be certified in the category code(s) that will be used on the project/contract. A list of City-certified MBE/WBE/VBE/DOBEs is available on the City's website at <https://www.indy.gov/activity/find-omwbd-contractor> or from the Office of Minority & Women Business Development.
- Outreach/Good Faith Efforts: The MBE/WBE/VBE/DOBE Participation Goals component. This component requires project/contract bidders to provide evidence of outreach efforts and good faith efforts made to subcontract with MBE/WBE/VBE/DOBEs.

To be eligible for an award of this project, the Library will first determine whether a bidder meets the stated minimum percentage of MBE/WBE/VBE/DOBE subcontractor participation. The percentage is clearly stated in the bid invitation. In the event that a bidder does not meet the stated minimum percentage, a request for program waiver must be submitted with the bid, using the Application For MBE/WBE/VBE/DOBE Program Waiver Form and the Library will score the bidder's outreach/good faith effort.

Pursuant to the MBE/WBE/VBE/DOBE Business Utilization Program requirements, the following items are included in the bid invitation and must be completed, signed and submitted in each bid; failure to complete these forms with all the pertinent- requested information may cause a bid to be determined as non- responsive for MBE/WBE/VBE/DOBE review purposes:

1. MBE/WBE/VBE/DOBE Participation Goals For Construction, Goods/Supplies, And Services Form.
2. Application For MBE/WBE/VBE/DOBE Program Waiver Form, if a bidder does not meet the stated minimum percentage with subcontractors.

The following forms are included in the bid invitation for information purposes only and do not have to be completed or returned with the bid.

1. Letter Of Intent To Perform As A Subcontractor/Supplier Form: (must be completed and submitted to the Library after bid opening and within three (3) business days of bidder's notification of award).
2. Subcontractor and Suppliers List: (must be completed and submitted within three (3) business days of bidder's notification of award).
3. MBE/WBE/VBE/DOBE Subcontractor Substitution Request Form: (must be submitted for advance approval for any proposed change in MBE/WBE/VBE/DOBE subcontractors).
4. Subcontractor/Subconsultant Payment Report: (must be submitted at least monthly with each Contractor invoice for payment).

If you have any questions or need assistance in meeting these requirements, please feel free to contact the stated contact person in the project/contract announcement documents.

IndyPL 2021

Attachment C
Request for Proposals
Mechanical Services
MBE/WBE/VBE/DOBE Business Utilization Program Summary



APPLICATION FOR MBE/WBE/VBE/DOBE PROGRAM WAIVER

Pursuant to the IndyPL Instructions To Bidder/Applicant (hereinafter Bidder), this application for a (check each of the following which apply) ☐ MBE ☐ WBE ☐ VBE ☐ DOBE program waiver is hereby submitted for the Project/Contract listed below by Bidder. (Use additional sheets if necessary.)

Date of Application: _____ Project/Contract Number: _____
 Project/Contract Name: _____ Bidder: _____
 Contact name: _____ Phone: _____
 Address: _____ E-mail: _____

In attempting to meet the project goal Bidder made the following good faith efforts for the purpose of fulfilling that goal (**Check all that apply**). Minimum score required to establish “good faith” effort is 70 points.

<u>Item:</u>	<u>Weighting</u>	<u>Score</u>
	(For Library Use ONLY)	
<input type="checkbox"/> 1. Bidder (check one of the following) <input type="checkbox"/> did <input type="checkbox"/> did not attend all pre-bid or pre-solicitation meetings held by the Library to inform MBEs, WBEs, VBEs, and DOBEs of contracting opportunities.	10	_____
<input type="checkbox"/> 2. Bidder placed advertisements in search of prospective MBEs/WBEs/VBE and DOBEs for the contract. Provide all such advertisements, including e-mail “send-to” section, if used.	10	_____
<input type="checkbox"/> 3. Bidder provided written notifications to MBEs/WBEs/VBEs/DOBEs notifying them of contracting opportunities in sufficient time to allow them to participate and to minority business assistance agencies for the purpose of locating prospective MBEs, WBEs, VBEs, and DOBEs for the contract. Bidder's written notification to the Office of the Mayor’s Business Development Program for assistance in locating MBEs, WBEs, VBEs, and DOBEs must also be documented. Provide all such documents.	20	_____
<input type="checkbox"/> 4. Bidder made the following efforts to select portions of the work to be performed by MBE/WBE/VBEs/DOBEs in order to increase the likelihood of achieving the stated goals, including the division of contracts into economically feasible units/parcels to facilitate participation _____ _____ _____	10	_____
<input type="checkbox"/> 5. Bidder contacted and/or negotiated with MBEs/WBEs/VBEs/DOBEs for specific sub-bids and/or partnerships. Please include a description of the information provided to MBE/WBE/VBEs/DOBEs regarding the plans and specifications for portions of the work to be performed and a statement of why prospective agreements with MBE/WBE/VBEs/DOBEs were not reached. Provide detailed documentation of such contacts/ negotiations.	15	_____
<input type="checkbox"/> 6. If the bidder rejected any MBE/WBE/VBE/DOBE firm(s) as unqualified, submit the reason(s) for this conclusion.	10	_____
<input type="checkbox"/> 7. Bidder provided the following technical assistance to MBEs/WBEs/VBEs/DOBEs in an	15	_____

Attachment C
Request for Proposals
Mechanical Services
MBE/WBE/VBE/DOBE Business Utilization Program Summary



effort to obtain MBE/WBE/VBE/DOBE participation, such as obtaining bonding, insurance, or a needed line of credit for the project, in an effort to obtain MBE/WBE/VBE/DOBE participation. Provide detailed documentation of such assistance.

- | | | | |
|--------------------------|--|----|-------|
| <input type="checkbox"/> | 8. Provided interested MBE/WBE/VBE/DOBE certified to perform the solicited work with prompt access to the plans, specifications, scope of work and requirements of the contract | 10 | _____ |
| <input type="checkbox"/> | 9. Follow-up to initial solicitations. Provide copy of all e-mails and call logs. | 10 | _____ |
| <input type="checkbox"/> | 10. Has project joint venture agreement for this contract with a MBE/WBE/VBE/DOBE business or is a joint venture certified with the City as an MBE/WBE/VBE/DOBE business. MBE/WBE.VBE/DOBE minimum participation shall be 30% or greater (or as may be designated by OMWBD for this contract). | 15 | _____ |
| <input type="checkbox"/> | 11. Has a Mentor-Protégé Agreement with a MBE/WBE/VBE/DOBE business for this contract. MBE/WBE.VBE/DOBE minimum participation shall be 30% or greater (or as may be designated by OMWBD for this contract). | 10 | _____ |

TOTAL POINTS: _____

YOU MUST SUBMIT YOUR SUPPORTING DOCUMENTATION WITHIN 3 BUSINESS DAYS OF NOTIFICATION OF AWARD.

Bidder certifies that all information contained herein and attached hereto is true and accurate and that all good faith efforts were made by Bidder for the purpose of fulfilling the contract goals. Failure to sign this form may result in the proposal being determined non-responsive.

Bidder's Signature: _____

Date: _____

Title: _____

Attachment C
Request for Proposals
Mechanical Services
MBE/WBE/VBE/DOBE Business Utilization Program Summary



For Library use ~~only~~.

- ☐ Contract offers no opportunity to utilize subcontractors/suppliers.
- ☐ No MBE/WBE/VBE/DOBEs are certified in the category codes for which there are subcontractor/supplier opportunities.

This Application for Program Waivers is:

- ☐ Not Approved ☐ Approved
- ☐ Approved subject to the following conditions/restrictions: _____

Diversity, Equity and Inclusion Officer, IndyPL

Attachment C
Request for Proposals
Mechanical Services
MBE/WBE/VBE/DOBE Business Utilization Program Summary

**MBE/WBE/VBE/DOBE PARTICIPATION GOALS PLAN FOR
CONSTRUCTION, GOODS/SUPPLIES, AND SERVICES**

Submittal Due Date: _____ **Project/Contract Name:** _____

Bidder: _____

Contact Name: _____ **Bidder Address:** _____

Bidder Phone: _____ **Bidder E-mail Address:** _____

Bidder ☐ is ☐ is not a City-certified MBE/WBE/VBE/DOBE and will self-perform _____ % of the total contract amount.

Does an exclusive contract or agreement exist between the bidder and any subcontractor/supplier listed?

☐ Yes ☐ No If yes, please explain): _____

Provide names of MBE/WBE/VBE/DOBE sub-contractors/suppliers with which bidder has not previously worked (if any): _____

If Bidder is awarded this contract, the MBE/WBE/VBE/DOBE City certified firms listed below will be utilized in the performance of the contract as a subcontractor/supplier.

Full Legal Name of Firm	MBE, WBE, VBE, or DOBE	Contact Person	Phone #	Description of Work	\$ Dollar Amount	% of Total Contract Amount

Bidder must submit an *Application for MBE/WBE/VBE/DOBE Program Waiver* if it fails to meet the required utilization goals for the contract. Failure to provide the application for waiver at the time of submission may result in the disqualification and rejection of the bid/proposal.

Bidder's Signature: _____

Bidder's Name: _____

Date: _____

Attachment D
Request for Proposals
Mechanical Services
E-Verify Affidavit



Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the Indianapolis-Marion County Public IndyPL is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if E-Verify no longer exists.

1. Contractor affirms that Contractor does not knowingly employ an unauthorized alien.
2. Contractor affirms under the penalties of perjury that it has enrolled and is participating in the E-Verify program. Contractor is not required to participate should the E-Verify program cease to exist.
3. Contractor agrees to provide documentation demonstrating that Contractor has enrolled and is participating in the E-Verify program.
4. Library may terminate for default if Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified.

I affirm, under the penalties for perjury, that the foregoing representations are true.

(Contractor): _____

By (Written Signature):

(Printed Name):

(Title):

Important – Notary Signature and Seal Required in the Space Below

STATE OF _____

Seal:

COUNTY OF _____

Subscribed and sworn to before me this ____ day of _____ 20__.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

Attachment E
Request for Proposals
Mechanical Services
Schedule of Activities

RFP Issued	July 12, 2021
Public Notices	July 13, 2021 and July 20, 2021
Pre-Proposal Conference	<p>July 20, 2021, 2:00 PM eastern time</p> <p>Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Or call in (audio only) <u>+1 463-777-8415,,690317523#</u> 690 317 523# Phone Conference ID: https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2RiYjE0ZmUtNDdkMS00ZTkzLTg0NzUtZGVIZTVkZjgwMmYz%40thread.v2/0?context=%7b%22Ti d%22%3a%227c7036a8-c403-47b4-8cf3-c3da5fbef78b%22%2c%22Oid%22%3a%22df5efdd8-757a-490d-8ff8-230cf15622ad%22%7d</p>
Facilities Available for Site Visits	July 12, 2021 during normal open to public hours
Questions Due from Vendors to IndyPL	August 3, 2021 5:00 PM eastern time
Answers to Questions sent to Vendors	August 10, 2021
RFP Due and Public Opening ("Proposal Submission Deadline")	<p>August 17, 2021 2:00 PM eastern time Hard copy proposals delivery at: Library Services Center Reception Desk 2450 North Meridian Street Indianapolis, IN 46208 Electronic proposals delivery at: purchasingRFP@indypl.org</p> <p>Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Or call in (audio only) <u>+1 463-777-8415,,544140290#</u> United States, Indianapolis Phone Conference ID: 544 140 290# https://teams.microsoft.com/l/meetup-</p>

Attachment E
Request for Proposals
Mechanical Services
Schedule of Activities

	join/19%3ameeting_ZjM4MmRkZjctNTFjMS00OWYxLTk4NGUtMDZm%40thread.v2/0?context=%7b%22Tid%22%3a%227c7036a8-c403-47b4-8cf3-c3da5fbef78b%22%2c%22Oid%22%3a%22df5efdd8-757a-490d-8ff8-230cf15622ad%22%7d
If Needed – IndyPL Submits Questions to and/or Requests Discussions with Vendors Reasonably Susceptible of Being Awarded the Contract	August 24, 2021 2:00 PM eastern time
If Needed – Responses to Questions and/or Discussions with Vendors by IndyPL Selection Committee	August 30, 2021 2:00 PM eastern time
Preliminary Recommendation Presented to IndyPL Board Facilities Committee	September 15, 2021
Final Recommendation to IndyPL Board of Trustees at their monthly public meeting.	September 15, 2021 Library Services Center 2450 North Meridian Street Indianapolis, IN 46208
Notification of Intent to Enter Into an Agreement	September 28, 2021
Commencement of Services	October 11, 2021

Attachment F
Request for Proposals
Mechanical Services
Terms and Conditions Governing the Agreement

IndyPL operates as a Municipal Corporation within the City of Indianapolis and Marion County. In addition to the requirements included in Article II of the RFP, a Contractor entering into a contract with IndyPL shall agree to a number of general terms and conditions. If a Vendor cannot agree to any of the stated general terms and conditions, their Proposal shall clearly state the reason for any such non-compliance. The submission of a Proposal constitutes the agreement of the Vendor that any agreement to be drawn as a result of an award herein will be prepared by the IndyPL. The submission of a Proposal shall further constitute the consent of the Vendor that it shall not insist on the use of standard contract agreements, documents or forms, and that it waives any demand for the use of its standard agreements. The Agreement will be drafted under the supervision of IndyPL's attorney and shall be the controlling document. The Contractor may be requested to submit copies of their applicable standard contract forms for information purposes.

1. Compliance with Laws. In performing the Services, the Contractor shall comply with all applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments.
2. Continuation during Disputes. The Contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the Agreement to be entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.
3. Organization Employment Disclaimer. Any Agreement entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize a joint venture, agreement or relationship, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth therein. The Contractor will agree that no persons supplied by it in the performance of the contract are employees of IndyPL and further agrees that no rights of IndyPL's civil service, retirement or personnel rules accrue to such persons.

The Contractor shall have the sole responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by the Contractor in the performance of the Services and shall indemnify and hold IndyPL harmless with respect thereto.

4. Method of Payment. Contractor will be paid in accordance with payment procedures as stipulated in the Agreement. The Contractor shall be required to participate in the IndyPL Electronic Fund Transfer ("EFT") invoice payment program for the electronic transfer of funds directly to the Contractor's designated banking account for payment of approved invoices. Reports and invoices submitted shall

Attachment F
Request for Proposals
Mechanical Services
Terms and Conditions Governing the Agreement

contain the purchase order number under which the Agreement is awarded. Contractor shall submit payments/invoices/reports to the addressee designated in the Agreement. The Contractor shall, at a minimum, submit monthly invoices, for each payment requested, such statement to also include a detailed breakdown of all charges. All approved invoices will be paid within 30 days by IndyPL unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

5. Interest. If for some reason IndyPL is delayed in making prompt and timely payments for approved invoices per the Agreement, the maximum the Contractor may be entitled to accrue interest on the outstanding amount is a rate of one percent (1%) per month for each full calendar month.
6. Material Mark-up Expense. Contractor shall not be permitted to add a material mark-up expense or fee for additional equipment and/or materials secured and provided as part of the Services.
7. Pre-Payment for Equipment or Services. Unless authorized by a Resolution of the IndyPL Board of Trustees, IndyPL is not permitted to pay for any materials or services not yet on site or provided, nor is the Contractor permitted to invoice for materials or services not yet on site or provided.
8. Changes. Any and all changes, revisions or modifications to the Services must be previously authorized in writing by the IndyPL Designated Representative. IndyPL shall not be required to pay for any Services component provided under a change order that is not approved by IndyPL. Upon request, the Contractor shall provide documentation of time and material spent on each change order.
9. Insurance. Contractor shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of an Agreement that may be entered between Contractor and IndyPL, which policies shall protect against any loss or claim arising from or relating to the Agreement, Contractor's Service and activities, or presence at IndyPL facilities, and any act or omission of Contractor or its employees and/or agents or Subcontractors in connection with the Services provided under the Agreement, and shall cover the contractual indemnification liability assumed by Contractor pursuant to the Agreement:
 - a. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, property damage, fire legal liability, contractual liability and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Contractor's activities at the facilities. Any deductible shall be at Contractor's expense.

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- b. Business automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00.)
- c. Workers' Compensation insurance, affording coverage in excess of the applicable state laws covering all of Contractor's employees, and Employer's Liability coverage in excess of the applicable state laws but no less than One Million Dollars (\$1,000,000.00) each accident, One Million Dollars (\$1,000,000.00) each employee and Two Million Dollars (\$2,000,000.00) policy limit.
- d. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Contractor shall be Contractor's responsibility. IndyPL shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Contractor.
- e. Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverage prescribed above in sections (a), (b), (c) and (d) above, which such policy shall be written on an occurrence basis.
- f. All insurance policies addressed in Sections 6. (a), (b), and (e) above shall be endorsed to name the following as additional insured's:

Indianapolis-Marion County Public Library and its trustees, directors, officers, employees, representatives, volunteers, agents, contractors, licensees, and successors.
- g. All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to IndyPL; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A-VII in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to IndyPL prior to cancellation, non-renewal or material modification.
- h. Contractor shall deliver to IndyPL, prior to commencement of the Services under an Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to IndyPL by the aforementioned time, or if any of such policies are canceled, IndyPL shall have the right to terminate the Agreement immediately and/or deny Contractor access to IndyPL facilities.

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- i. These insurance provisions are minimum requirements and shall not relieve Contractor of its indemnity, defense and hold harmless obligations.
10. Suspension of Work/Termination or Suspension. IndyPL reserves the exclusive right to terminate or suspend all or any portion of the Services for which the Contractor is employed by giving one (1) day written notice to the Contractor; however, if any portion of the Services shall be terminated or suspended, IndyPL shall pay the Contractor equitably for all work properly performed prior to termination. If the Services are suspended and the Contractor is not given an order to resume work within sixty (60) days from the effective date of the suspension, the Agreement will be considered terminated.
11. Prime Contractor Responsibility. Planned use of subcontractors in connection with providing the requested Services should be clearly explained and described in the Vendor Proposal. The Contractor shall be responsible for the performance of the Services under the Agreement whether or not subcontractors are used. In contractor/ subcontractor arrangements involving more than one firm, it does not matter to IndyPL which firm assumes the lead, as long as that firm assumes full responsibility for the performance of the Services as delineated in the Agreement. IndyPL will only enter into an Agreement with the prime contractor. If a Subcontractor of Contractor fails to perform in a reasonable manner IndyPL may require Contractor to terminate the Subcontractor. Any increased cost or expense incurred by reason of any such termination shall be borne by Contractor.

At the request of IndyPL, Contractor shall promptly remove from IndyPL premises any employee of Contractor who, in the sole opinion of IndyPL, has been negligent, wasteful, dishonest or otherwise unsatisfactory in performing their duties.
12. State Sales Tax. IndyPL, as a Municipal Corporation, is Indiana State Sales tax-exempt. IndyPL will provide the tax-exempt certificate and supporting documentation following issuance of a Notice of Intent to Award a Contract.
13. Non-appropriation. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of the Agreement by IndyPL are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then IndyPL shall have the right to terminate the Agreement without penalty by giving written notice documenting the lack of funding.
14. Audit of Contract Records. The Contractor shall keep all resulting contract records separate and make them available for audit by IndyPL personnel or Indiana State Board of Accounts personnel during the term of the Agreement and upon request for a period of 3 years after the end of the Agreement term and completion of the Services.

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Request for Proposals
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DRAFT AGREEMENT FOR MECHANICAL SERVICES

THIS AGREEMENT FOR MECHANICAL SERVICES ("Agreement") is entered into and made effective as of the __ day of _____, 20__, by and between the Indianapolis Marion County Public Library ("IndyPL") and _____ ("Contractor"). IndyPL and Contractor, in consideration of the mutual covenants, agreements and representations set forth below, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, hereby agree as follows:

ARTICLE 1: ENGAGEMENT

1.1 Engagement of Contractor. Subject to the terms and conditions of this Agreement, IndyPL engages Contractor to provide Mechanical Services specified in Article 2 for the IndyPL facilities as identified in the RFP located throughout Marion County, Indiana ("Facilities"). The Contractor hereby accepts this engagement by IndyPL with respect to such matters and for the compensation specified in Article 3 and the Term specified in Article 5.

1.2 Incorporation of Contract Documents. This Agreement incorporates the following additional contract documents, and except as this Agreement or the Contract Documents may be modified or amended in writing by mutual agreement of the parties, this Agreement and the attached Contract Documents constitute the entire agreement of the parties and supersede any prior agreements between the parties:

(A) Request for Proposals for Mechanical Services issued by IndyPL on _____, 20__ ("RFP") (Attachment A); and

(B) Contractor Response to RFP dated _____, 2021, ("Proposal") (Attachment B).

In the event of a conflict between the terms and conditions of this Agreement and the terms and conditions of the Contract Documents, the terms and conditions of this Agreement shall supersede, govern and control.

ARTICLE 2: REQUIRED SERVICES

(Reference RFP for services. Final Agreement shall include the full description of services as agreed upon)

ARTICLE 3: PAYMENTS TO CONTRACTOR

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3.1 Payment for Services. IndyPL shall compensate Contractor for Services rendered by Contractor and approved by IndyPL at the rates set forth in Attachment B (Vendor Fee Sheet included in the Response to RFP). IndyPL shall only pay for those Services which are actually rendered by Contractor or its subcontractors (if any) and agreed to in writing by IndyPL. Any and all changes, revisions or modifications to any and all work orders or change orders must be previously authorized in writing by IndyPL. IndyPL shall not be required to pay for any Services provided under a work order or change order that is not signed by IndyPL.

3.2 Form of Invoice. Requests by Contractor for payments may be submitted on at least a monthly basis. Payment requests shall identify the Contractor employee performing the Service, Equipment used, Materials used, and Services provided, Service location and rate, and shall be forwarded to IndyPL for approval in the form specified by IndyPL, to the attention of Accounts Payable, 2450 N. Meridian Street, P.O. Box 211, Indianapolis, IN 46206-0211. IndyPL shall not be obligated to pay Contractor for any Services for which invoices are not provided to IndyPL or do not provide the information and attachments specified by IndyPL.

3.3 Electronic Fund Transfer. The Contractor shall be required to participate in the IndyPL Electronic Fund Transfer ("EFT") invoice payment program for the electronic transfer of funds directly to the Contractor's designated banking account for payment of approved invoices.

3.4 Timing of Payment; Notice of Improper Invoice. IndyPL shall pay Contractor for the Services supported by adequate invoices and documentation. IndyPL will pay the amount of the invoice within thirty (30) days of receipt of proper invoice and supporting documentation. IndyPL will provide Contractor notice within ten (10) days if the documentation is not proper. IndyPL is the sole judge as to the acceptability of the invoice and supporting documentation.

3.5 Reservation of Rights. IndyPL reserves the right to reject payment of any claim if the Services provided under this Agreement are not in IndyPL's opinion satisfactory or cannot be adequately verified.

3.6 Continuation during Disputes. In the event IndyPL rejects payment of any claim submitted by Contractor, Contractor shall continue providing the Services requested by the IndyPL pending resolution of the dispute.

ARTICLE 4: CONTRACTOR'S RESPONSIBILITIES

4.1 Materials, Supplies and Equipment; Expenses. Contractor shall provide all labor, equipment and materials necessary to provide the required Services. Contractor shall be responsible for maintenance and repair of its equipment and the availability, presence and supervision of its employees.

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4.2 Safety. Contractor shall perform the Services in a safe and sanitary fashion and shall be solely responsible for the safety of its employees and agents. Contractor shall meet all federal, state, and local laws, statutes, ordinances and regulations related to the Services performed and relating to the health, safety and welfare of its employees and agents. Equipment operated in the performance of Services under this Agreement shall be operated in such a manner so as to prevent damage to fences, signs, trees, shrubs, delineators, wheel stops, curbs, sidewalks, or other fixtures. Contractor shall be responsible for repairing all damage caused by its operations under this Agreement. IndyPL reserves the right to inspect and approve all of Contractor's and its approved sub-contractors' equipment, personnel, and practices prior to the commencement of services under this Agreement or at any other time deemed reasonably necessary by IndyPL.

4.3 Supervision. The Contractor's supervisory and management staff shall be available to meet with IndyPL staff, when requested, to discuss Services, daily requirements, and coordinate activities.

4.4 Liability. Notwithstanding anything to the contrary in the Proposal, Contractor shall be and remain liable for all damages to IndyPL caused by Contractor or its approved sub-contractors acts, errors, or omissions in the performance of any Services under this Agreement, including, but not limited to, costs of repair, experts, inspections, reasonable attorney's fees, claims and damages to third parties, and costs incurred because of delayed commencement, progress, or improper completion of Services or omissions.

4.5 Indemnification. Contractor shall defend, indemnify and hold harmless IndyPL and its trustees, directors, officers, agents, representatives, employees, contractors and licensees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, errors, omissions, conduct, or operations of Contractor, provided that any such claim, damage, loss, or expense is caused or is claimed or alleged to have been caused, in whole or in part, by any negligent act, whether active or passive, error, omission, conduct, or operation of Contractor, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable; (b) any breach of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under this Agreement and shall survive the termination of this Agreement.

4.6 Subcontractors. Contractor shall obtain prior written approval from IndyPL for any subcontractor and subcontract agreements for any portion of the work performed under this Agreement and shall furnish copies of all executed sub-agreements to

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IndyPL. Contractor shall specifically bind every approved sub-contractor to all applicable terms and conditions of the Agreement for benefit of IndyPL. Failure to bind such subcontractors shall be considered a breach of this Agreement and may result in the termination thereof. Nothing in this Agreement nor any communication, directive, action, or failure to act on the part of IndyPL shall create any obligation on the part of IndyPL to pay or to see to payment of any monies due to any sub-contractor from Contractor.

4.7 Independent Contractors. It is expressly understood and agreed that Contractor is an independent contractor and not an employee of IndyPL. This Agreement will not constitute, create, give rise to or otherwise recognize a joint venture, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly stated under this Agreement. Nothing in the Agreement shall create any contractual or other relationship between IndyPL and any sub-contractor having a contract with Contractor, nor shall it create any obligation on the part of IndyPL to pay or to see to payment of any monies due to any sub-contractor from Contractor. The Contractor represents and warrants that no persons supplied by it in the performance of the contract are employees of IndyPL and further agrees that no rights of IndyPL civil service, retirement or personnel rules accrue to such persons.

The Contractor shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning all employees and personnel provided by Contractor in the performance of this Agreement and shall save and hold IndyPL harmless with respect thereto.

4.8 Suitability. Contractor shall provide competent, capable, experienced, and suitably qualified personnel for the performance of all Services under this Agreement. Contractor shall supervise and coordinate the work of its employees and approved subcontractors and shall be responsible for and liable to IndyPL for the work of its employees and approved subcontractors (if any). Any employee, representative, or approved subcontractor of Contractor who, in the opinion of IndyPL, is unqualified or unsuitable to provide the required Services or who does not perform his or her work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the written request of IndyPL, be removed from performing any further Services to be provided under this Agreement.

4.9 Laws, Rules, and Regulations. In performance of its Services, Contractor warrants that it has knowledge of, understands, and shall comply with all applicable federal, state, and local laws and regulations, including without limitation, those laws and regulations relating to the environment, health, safety, and welfare, discrimination in employment, conflicts of interest, and accounting records and requirements. SHOULD ANY APPLICABLE LAW OR REGULATION CHANGE DURING THE TERM OF THIS AGREEMENT, CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE VERSION OF SUCH

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LAW OR REGULATION IN FORCE AT THE TIME OF THE PERFORMANCE OF THE SERVICES UNDER THIS AGREEMENT.

4.10 Permits and Licenses. Contractor and any of its approved subcontractors shall obtain and keep in effect all permits, licenses, registrations, insurance certificates, and other certificates or approvals required for every aspect of the Services performed under this Agreement. Upon IndyPL request, Contractor shall provide IndyPL with copies of all licenses, permits, registrations, insurance certificates, and other certificates and approvals related to performing the Services described under this Agreement. Contractor shall give IndyPL immediate verbal and written notice of any revocation or cancellation of any required license, permit, registration, and insurance, certificate or approval.

Contractor represents that it is registered and qualified with the Secretary of State of Indiana to transact business in the State of Indiana. Prior to commencing Services, Contractor shall provide IndyPL a Certificate of Existence (if an Indiana entity) or a Certificate of Authority (if a foreign entity) from the Secretary of State of Indiana showing that Contractor is registered and qualified to transact business in the State of Indiana.

4.11 Employment Verification Requirements. Pursuant to Indiana Code §22-5-1.7-11, Contractor agrees to enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program ("E-Verify"). E-Verify is the electronic verification of work authorization program, authorized by the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, as amended. This provision applies to any contract for services entered into or renewed between INDYPL and Contractor after June 30, 2011. Contractor is not required to verify the work eligibility status of all newly hired employees through E-Verify if E-Verify no longer exists. Contractor shall not knowingly employ or contract with an unauthorized alien. Contractor signed the Affidavit in their Response to the RFP (Attachment B) affirming that Contractor does not knowingly employ an unauthorized alien. Ind. Code §22-5-1.7-11(a)(2). Contractor shall not retain an employee or contract with a person that Contractor subsequently learns is an unauthorized alien. To the extent that it applies, Contractor's subcontractors shall certify to Contractor, as is consistent with federal law, that subcontractors are enrolled and participating in E-Verify and do not knowingly employ or contract with an unauthorized alien. Ind. Code §22-5-1.7-14. Contractor shall maintain this certification throughout the duration of the term of a contract with a subcontractor.

4.12 Investment Verification Requirements of Ind. Code § 5-22-16.5-13. Pursuant to Ind. Code § 5-22-16.5-13(b), Contractor certifies that Contractor is not engaged in any investment activities¹ in Iran².

ARTICLE 5: TERM OF AGREEMENT

5.1 Term. The Term of Contractor's Engagement is as follows:

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- (A) Original Term. The term of Contractor's engagement shall commence on October 11, 2021 and shall continue thereafter until October 10, 2024. ("Original Term") unless otherwise terminated in accordance with the terms hereof.
- (B) Renewal. This Agreement may be renewed beyond the Original Term by written agreement of the parties. *<The term of the renewal may not be longer than the one (1) year but may be renewed for three (3) successive renewal periods of one (1) year each.>* All other terms and conditions of Agreement shall remain the same as set forth herein, and may be amended only by a written instrument signed by both IndyPL and Contractor and attached hereto as an amendment.

5.2 Termination.

- (A) For Cause. If Contractor becomes insolvent, or if it refuses or fails to perform the Services provided by this Agreement, or if it refuses to perform disputed work or Services as directed pending resolution of such dispute, or if it fails to make payments to subcontractors or consultants employed by it, or if it otherwise violates or fails to perform any term, covenant, or provision of this Agreement, then IndyPL may, without prejudice to any other right or remedy, terminate this Agreement in whole or in part, in writing, provided that Contractor shall be given: (1) not less than seven (7) calendar days written notice of IndyPL's intent to terminate, and (2) an opportunity for consultation with IndyPL prior to termination.
- (B) Violation of Ind. §22-5-1.7 et. seq. IndyPL may terminate this Agreement if Contractor knowingly employs or contracts with an unauthorized alien¹, or retains an employee or contract with a person that Contractor subsequently learns is an unauthorized alien. To avoid termination, Contractor must remedy the violation within thirty (30) days of IndyPL notifying Contractor of the violation. IndyPL reserves the right to allow this Contract to remain in effect until Contractor procures a new contractor if termination of this Contract would be detrimental to public property or the public interest. In the event of termination under this subsection, Contractor may be liable for actual damages.
- (C) For Convenience. This Agreement may be terminated in whole or in part in writing by IndyPL for any reason, provided that Contractor is given thirty (30) days written notice of intent to terminate. If termination for convenience is effected by IndyPL, Contractor shall be paid in full for Services actually rendered and expenses incurred prior to the termination. No amount shall be allowed for anticipated profit on unperformed Services or other work.

¹ For the purpose of this Contract, "unauthorized alien," as defined in 8 U.S.C. §1324a(h)(3), is an alien not lawfully admitted for permanent residence, or not authorized to be so employed by U.S. Code, Title 8, Chapter 12 or by the Attorney General.

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(D) Notice of Termination. Upon receipt of a notice of termination, Contractor shall promptly discontinue all Services affected, unless the notice of termination directs otherwise.

(D) Non-Appropriation. Notwithstanding any other provision of this Agreement, If funds for the continued fulfillment of this Agreement by IndyPL are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then IndyPL shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding.

ARTICLE 6: INSURANCE

6.1 Required Coverage. Contractor shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of the Agreement, which policies shall protect against any loss or claim arising from or relating to this Agreement, Contractor's activities or presence at the Facilities, and any negligent act or omission of Contractor or its employees and/or agents or subcontractors in connection with the Services provided under this Agreement, and shall cover the contractual indemnification liability assumed by Contractor pursuant to this Agreement:

- (A) Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, special form property damage, fire legal liability, contractual liability, independent contractors, errors and omissions, and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Contractor's or Subcontractors activities at the Facilities. Any deductible shall be at Contractor's expense;
- (B) Business automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00);
- (C) Workers' Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Contractor's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee and Five Hundred Thousand Dollars (\$500,000) policy limit;
- (D) Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Contractor shall be Contractor's responsibility. The IndyPL shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Contractor.

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(E) Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverages prescribed above in Subsections 6.1 (a), (b) and (c) above, which such policy shall be written on an occurrence basis.

6.2 Insurance Endorsements. All insurance policies addressed in Subsections 6.1. (a), (b) and (e) above shall be endorsed on the policy to name the following as additional insured's:

Indianapolis-Marion County Public IndyPL and its trustees, directors, officers, employees, representatives, volunteers, agents, contractors, licensees, and successors.

All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to IndyPL; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A-VII in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to the IndyPL prior to cancellation, non-renewal or material modification.

6.3 Certificates of Insurance and Endorsements. Contractor shall deliver to IndyPL, prior to commencement of Services under this Agreement, Certificates of Insurance and copies of Endorsements confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance and Endorsements are not delivered to IndyPL by the aforementioned time, or if any of such policies are canceled, IndyPL shall have the right to terminate this Agreement immediately and/or deny Contractor access to the Facilities.

6.4 Minimum Requirements. These insurance provisions are minimum requirements and shall not relieve Contractor of its indemnity, defense and hold harmless obligations.

6.5 Deductible or Self Insured Retention. If Contractor's insurance contains a deductible (or self-insured retention amount), Contractor shall disclose the amount, and be responsible for payment of any claim equal to or less than the deductible (or self-insured retention amount). IndyPL reserves the right to reject insurance policies with a deductible (or self-insured retention amount) in excess of \$15,000 for which adequate financial strength of the Contractor cannot be demonstrated to the satisfaction of IndyPL.

ARTICLE 7: GENERAL CONSIDERATIONS

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7.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, written or verbal, between IndyPL and Contractor. No statements, promises, or agreements whatsoever, in writing or verbal, in conflict with the terms of this Agreement have been made by IndyPL or Contractor which in any way modify, vary, alter, enlarge, or invalidate any of the provisions hereof and/or obligations herein stated. This Agreement may be amended and modified only in writing signed by both the IndyPL and Contractor. THE CONTRACTOR AGREES THAT THIS AGREEMENT IS NOT AN EXCLUSIVE CONTRACT AND THAT, IF NECESSARY, IN THE SOLE OPINION OF INDYPL, INDYPL IS FREE TO CONTRACT WITH OTHER COMPANIES TO PROVIDE THE SERVICES CONTEMPLATED UNDER THIS AGREEMENT.

7.2 Compliance with Laws and Regulations. This Agreement shall include, and incorporate by reference, any provisions, covenants, or conditions required or provided by law or by regulation of applicable local authorities, the State of Indiana or the federal government. This Agreement shall be construed under and governed by the laws of the State of Indiana, and the parties agree that the exclusive venue of any lawsuit between them will be in Marion County, Indiana. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

7.3 Successors and Assigns. This Agreement is binding upon and inures to the benefit of the parties and their heirs, executors, legal and personal representatives, successors and permitted assigns, as the case may be. Notwithstanding the foregoing, Contractor shall not be entitled to assign or transfer all or any part of its rights, benefits and/or obligations under this Agreement without the prior written consent of IndyPL, which may be granted or denied in its sole discretion.

7.4 Records; Audit. Contractor shall maintain books, records, documents, and other evidence directly pertinent to performance of Services under this Agreement in accordance with generally accepted accounting principles and practices consistently applied. Contractor shall also maintain the financial information and data used by Contractor in the submission or preparation of any cost submission, statement or summary submitted to IndyPL or any funding agency. IndyPL, its designee, or the Indiana State Board of Accounts shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine, inspect, audit, and copy directly pertinent books, documents, papers and records of Contractor involving any transaction related to this Agreement. The periods of access and examination as described herein shall continue until any disputes, claims, or litigation arising out of the performance of this Agreement has been resolved.

7.5 Attorney's Fees. Contractor shall be liable to IndyPL for reasonable attorney's fees incurred by IndyPL in connection with the enforcement of this Agreement or the collection, or attempt to collect, any damages arising from any act or omission of

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Contractor, or its approved subcontractors or from Contractor's failure to perform any Services or fulfill any obligations or responsibilities provided under this Agreement.

7.6 Other Contractors. IndyPL reserves the right to employ other contractors in connection with the Services contemplated by this Agreement. Contractor shall coordinate its work under this Agreement with any other contractor employed by IndyPL to perform similar or related Services.

7.7 Non-Discrimination. Contractor and approved subcontractors shall not discriminate against any employees or applicants for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions, or privileges of employment, because of race, religion, color, age, gender, creed, disability, national origin, ancestry or disabled veteran status. Breach of this covenant may be regarded as a material breach of the Agreement.

7.8 Severability. In the event any provision of this Agreement is determined by a court of competent jurisdiction or by the laws of the State of Indiana to be null and void, such provision shall be stricken and all other provisions, which can be given effect independently of the stricken provision shall remain in full force and effect.

7.9 Conflict of Interest. Contractor certifies and warrants to INDYPL that neither it, nor its agents, representatives, or employees, who will participate in any way in the performance of Contractor's obligations under this Agreement has, or will have, any conflict of interest, direct or indirect, with IndyPL.

7.10 Notices. When written notice is required by this Agreement, it shall be sufficiently given when personally delivered or sent by United States first class mail to Contractor at the following address, or to IndyPL at the following address:

CONTRACTOR:

IndyPL:

M. Jacqueline Nytes
Chief Executive Officer
Indianapolis-Marion County Public Library
2450 North Meridian Street
Indianapolis, Indiana 46208

and

Kevin Thomas
Manager, Buildings and Grounds
Indianapolis-Marion County Public Library
2450 North Meridian Street
Indianapolis, Indiana 46208

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7.11 Public Announcements. News releases or other means of communicating with the media pertaining to the Agreement or Services shall not be made without prior approval of IndyPL.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

“CONTRACTOR”

“IndyPL”

INDIANAPOLIS-MARION COUNTY PUBLIC
LIBRARY

By: _____

By: _____
M. Jacqueline Nytes,
Chief Executive Officer

Attachment H

Equipment List

Partial Mechanical Equipment List

July 12, 2021

<i>System</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Serial</i>	<i>Volts</i>	<i>Installed</i> <i>Phase Date</i>	<i>Comments</i>
Beech Grove						
AHU1	Trane					
AHU2	Trane					
Boiler1	Lochinvar	CHN0400				
Boiler2	Lochinvar	CHN0400				
HWP-1	Unknown					
HWP-2	Unknown					
Chiller	Trane	CGAFC50				
CHWP-1	Unknown					
44 VAV Boxes	Unknown					
DD Controls	Tridium Niagara				Apr-19	

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer Model		Serial Number	Volts	Phase	Installed	Comments
						Date	
Central Library							
AHU-1 FG#1	McQuay	Vision Air Handler	FBOU040400388	460	3	2007	West 1, 2, 3
AHU-2 FG#4	McQuay	Vision Air Handler	FBOU040400387	460	3	2007	Atrium
AHU-3 FG#5	McQuay	Vision Air Handler	FBOU040400389	460	3	2007	1 Center
AHU-4 FG#1	McQuay	Vision Air Handler	FBOU040400391	460	3	2007	East 1, 2, 3
AHU-5 FG#6	McQuay	Vision Air Handler	FBOU060800552	460	3	2007	Auditorium
AHU-6 FG#2	McQuay	Vision Air Handler	FBOU051100926	460	3	2007	West 4, 5, 6
AHU-7 FG#3	McQuay	Vision Air Handler	FBOU051200150	460	3	2007	Center 1, 2, 3, 4, 5, 6
AHU-8 FG#2	McQuay	Vision Air Handler	FBOU051100927	460	3	2007	East 4, 5, 6
AHU-9 FG#1	McQuay	Vision Air Handler	FBOU040300970	460	3	2007	Atruim
AHU-10 FG#7	McQuay	Vision Air Handler	FBOU030900115	460	3	2007	1, Atrium
AHU-11 FG#8	McQuay	Vision Air Handler	FBOU031100374	460	3	2007	1, West Cret
AHU-12 FG#8	McQuay	Vision Air Handler	FBOU031100377	460	3	2007	Events
AHU-13 FG#9	McQuay	Vision Air Handler	FBOU031100379	460	3	2007	Staff Lounge
AHU-14 FG#10	McQuay	New HW and CW coils		208	3	2007	East Reading Room Rebuilt unit
AHU-15 FG#10	McQuay	New HW and CW coils		208	3	2007	West Reading Room Rebuilt unit
PG PAHU-1				208	1	2007	Elevator Machine Room 4, 5, 6
PG ACCU-1				460	3	2007	Elevator Machine Room 4, 5, 7
AHU Filters Group 1	Prefilters- (2) 16x25, (4) 16x20, (6) 20x20, (12) 20x20: Final - (12) 20x24, (12) 20x20						
AHU Filters Group 2	Prefilters - (4) 16x25, (8) 16x20, (6) 20x20, (12) 20x20: Final - (6) 20x24, (6) 20x20, (6) 24x24, (6) 24x20						
AHU Filters Group 3	Prefilters - (20) 16x25, (4) 16x20, (10) 20x20, (2) 20x20: Final - (8) 20x24, (20) 20x20, (5) 24x24, (5) 24x20						
AHU Filters Group 4	Prefilters - (12) 20x25, (3) 16x20: Final - (1) 20x20, (6) 20x24, (8) 24x24						
AHU Filters Group 5	Prefilters - (2) 20x25, (1) 16x25: Final - (4) 20x25						
AHU Filters Group 6	Prefilters - (4) 20x20, (4) 16x20: Final - (3) 20x24, (3) 24x24						
AHU Filters Group 7	Prefilters - (2) 20x25: Final - (2) 20x24						
AHU Filters Group 8	Prefilters - (2) 20x20: Final - (2) 20x20						
AHU Filters Group 9	Prefilters - (2) 20x20: Final - (2) 30x20						
AHU Filters Group 10	Prefilters - (15) 24x24: Final - (15) 24x24						
All filters 2" deep.							
Domestic WBP-1	VC Systems	2VC-VFD	VC04-1491	460	3	2007	
Domestic WBP-2	VC Systems	2VC-VFD	VC04-1492	460	3	2007	

Partial Mechanical Equipment List

July 12, 2021

Domestic WCP-1	Armstrong	Series 4360			2007
Domestic HWCP-1					2007
Domestic HW EXP Ta Armstrong					2007
HE-1 Steam to Water					2007 Replaced tubes 2014
HE-2 Steam to Water					2007
HE-3 Water to Water					2007
Steam Trap	SpiraxSarco	APT10			2007
CWP-1			460	3	2007 Rebuilt 2014
CWP-2			460	3	2007
HWP-1			460	3	2007 Rebuilt 2014
HWP-2			460	3	2007
EXP Tank-1					2007
Unit Heater	Mestek		120	1	2007 Horizontal Units
Snow Melt	tekmar Controls				2007 Expanded 2014 at Elevator #7
SM Pump 1	TACO		120	1	2007 50% propylene glycol
SM Pump 2	TACO		120	1	2007 50% propylene glycol
SM Pump 3	TACO		120	1	2007 50% propylene glycol
SM Pump 4	TACO		460	3	2007 50% propylene glycol
FCU PG-1	McQuay	Horizontal	120	1	2007 P2 Lobby, Filters 1 16x25
FCU PG-2	McQuay	Horizontal	120	1	2007 P1 Lobby, Filters 2 16x20
FCU-3	McQuay	Horizontal	120	1	2007 Elevator 1 Machine Room, Filters 1 9x33
FCU-4	McQuay	Horizontal	120	1	2007 Elevator 2, 6 Machine Room, Filters 1 9x42
FCU-5	McQuay	Horizontal	120	1	2007 St. Clair Entrance, Filters 1 9x24
FCU-6	McQuay	Horizontal	120	1	2007 St. Clair Entrance, Filters 1 9x24
FCU-7	McQuay	Vertical	120	1	2007 Events Hall, Filters 2 16x20
FCU-8	McQuay	Vertical	120	1	2007 Filters 1 9x33
FCU-9	McQuay	Horizontal	120	1	2007 Filters 1 9x19
FCU-10	McQuay	Vertical	120	1	2007 1 West Offices, Filters 1 9x24
FCU-11	McQuay	Vertical	120	1	2007 1 West Offices, Filters 1 9x24

Partial Mechanical Equipment List

July 12, 2021

FCU-12	McQuay	Vertical	120	1	2007 1 West Offices, Filters 1 9x24
FCU-13	McQuay	Vertical	120	1	2007 1 West Offices, Filters 1 9x24
FCU-14	McQuay	Vertical	120	1	2007 1 West Offices, Filters 1 9x24
FCU-15	McQuay	Vertical	120	1	2007 1 West Offices, Filters 1 9x24
FCU-16	McQuay	Vertical	120	1	2007 1 West Conference, Filters 1 9x19
FCU-17	McQuay	Vertical	120	1	2007 1 West Conference, Filters 1 9x19
FCU-18	McQuay	Low Vertical	120	1	2007 2 West Conference, Filters 1 9x42
FCU-19	McQuay	Low Vertical Concealed	120	1	2007 2 West Offices, Filters 1 10x42
FCU-20	McQuay	Low Vertical Concealed	120	1	2007 2 West Offices, Filters 1 10x42
FCU-21	McQuay	Low Vertical Concealed	120	1	2007 2 West Offices, Filters 1 10x42
FCU-22	McQuay	Low Vertical Concealed	120	1	2007 2 West Offices, Filters 1 10x42
FCU-23	McQuay	Low Vertical Concealed	120	1	2007 2 West Offices, Filters 1 10x42
FCU-24	McQuay	Low Vertical Concealed	120	1	2007 2 West Offices, Filters 1 10x42
FCU-25	McQuay	Low Vertical Concealed	120	1	2007 2 West Offices, Filters 1 10x42
FCU-26	McQuay	Low Vertical Concealed	120	1	2007 2 West Offices, Filters 1 10x42
FCU-27	McQuay	Low Vertical Concealed	120	1	2007 2 West Offices, Filters 1 10x42

HUM-1	Armstrong	HumidiPack - Steam			2007 AHU-2
HUM-2	Armstrong	HumidiPack - Steam			2007 AHU-3
HUM-3	Armstrong	HumidiPack - Steam			2007 AHU-9
HUM-4	Armstrong	HumidiPack - Steam			2007 AHU-14
HUM-5	Armstrong	HumidiPack - Steam			2007 AHU-15
HUM-6	Armstrong	HumidiPack - Steam			2007 AHU-1
HUM-7	Armstrong	HumidiPack - Steam			2007 AHU-4
HUM-8	Armstrong	HumidiPack - Steam			2007 AHU-6
HUM-9	Armstrong	HumidiPack - Steam			2007 AHU-7
HUM-10	Armstrong	HumidiPack - Steam			2007 AHU-8

RA Fan 1	Cook	QMX	460	3	2007 AHU-1
RA Fan 2	Cook	QMX	460	3	2008 AHU-4
RA Fan 3	Cook	QMX	460	3	2009 AHU-6
RA Fan 4	Cook	QMX	460	3	2010 AHU-7
RA Fan 5	Cook	QMX	460	3	2011 AHU-8

Underfloor VAV	Nailor		277	1	2007 +/- 213 Units throughout building
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Air compressor	Ingersoll-Rand				2007
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Partial Mechanical Equipment List

July 12, 2021

PG EF-1	460	3	2007 P2 East
PG EF-2	460	3	2007 P2 East
PG EF-3	460	3	2007 P2 Southwest
PG EF-4	460	3	2007 P2 Southwest
PG EF-5	460	3	2007 P2 Northwest
PG EF-6	460	3	2007 P1 East
PG EF-7	460	3	2007 P1 East
PG EF-8	460	3	2007 P1 Southwest
PG EF-9	460	3	2007 P1 Southwest
PG EF-10	460	3	2007 P1 Northwest
PG EF-11	120	1	2007 P2 Storage
PG EF-12	120	1	2007 P1 Storage
PG EF-13			Not used
PG EF-14	120	1	2007 P1 Elevator Lobby
PG EF-15	120	1	2007 P1 Trash Room
EF-16	277	1	2007 2, 5
EF-17	460	3	2007 1, 2, 3
EF-18	460	3	2007 4, 5, 6
EF-19	120	1	2007 1 East
EF-20	120	1	2007 1 Lockers
EF-21	460	3	2007 1 Kitchen
SRF-1	460	3	2007 Atrium Smoke Relief Fan
SRF-2	460	3	2007 Atrium Smoke Relief Fan
DD Controls	Tridium Niagara		2019 Distech -Jackson Systems

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed Date	Comments
College Ave							
RTUB3	Carrier	48HJE014-S-541DA	4099G30871	208/230	3	2001	New
RTUB2	Carrier	48HJE014-S-541DA	4099G30872	208/230	3	2001	New
EF1	Greenheck	GB-80-4X-QD-R4	99K02954		3	2001	New
RTUB1	Carrier	48HJE014-S-541DA	4099G30870	208/230	3	2001	New
RTUA	Carrier	48HJE004Z--531DA	4099G20337	208/230		2001	New
EF2	Greenheck	GB-120-4X-OD	99K01822			2001	New
EF3	Greenheck	GB-80-4X-QD-R4	99K02959			2001	New
DD Controls	Tridium Niagara						2013 Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed Date	Comments
Decatur							
CU1	Bryant	113RPA060-D	4106E09498	208/230	3	Sep-06	
CU2	Bryant	113RPA060-D	4106E09494	208/230	3	Sep-06	
CU3	Bryant	113RPA060-D	4106E09493	208/230	3	Sep-06	
CU4	Bryant	113RPA060-D	4106E09491	208/230	3	Sep-06	
CU5	Bryant	113RPA060-D	4106E09492	208/230	3	Sep-06	
CU6	Bryant	113RPA060-D	4106E09499	208/230	3	Sep-06	
AHU1	Bryant	340AAV060140AASA	1606A03053			Sep-06	
AHU2	Bryant	340AAV060140AASA	1606A03067			Sep-06	
AHU3	Bryant	340AAV060140AASA	1606A03057			Sep-06	
AHU4	Bryant	340AAV060140AASA	1606A03068			Sep-06	
AHU5	Bryant	340AAV060140AASA	1606A03074			Sep-06	
AHU6	Bryant	340AAV060140AASA	1616A03071			Sep-06	
EF-1	US Fan	US PV135	04C607916				
EF-2	US Fan	US PV135	04C204605				
Programable Thermostats						Aug-09 Replaced	
DD Controls Tridium Niagara						2014 Distech	

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed Date	Comments
East 38th St.							
AHU1	Carrier	58MXA080-F-1--20	4202A11118			2002	
AHU2	Carrier	58MXA080-F-1--20	4202A11125			2002	
RTU1	Carrier	48EJE030	4102F83362	208/230	3	2002	
RTU2	Carrier	48EJE030	4102F83363	208/230	3	2002	
CU1	Carrier	38TVA060310	4002E15181	208/230	1	2002	
CU2	Carrier	38ARS008---501CA	3902G50040	208/230	3	2002	
EF1	CentriMaster	PV100E4	02E856003			2002	
EF2	CentriMaster	2PRN100	02E856001			2002	
AHU3	Carrier	58MXA120-F-1---20	4402A11091			2002	
DD Controls Tridium Niagara						2013 Distech	

Partial Mechanical Equipment List

July 12, 2021

<i>System</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Serial</i>	<i>Volts</i>	<i>Installed</i> <i>Phase Date</i>	<i>Comments</i>
Eagle						
ACCU-1	Johnson Controls	J40YDC00A2GAA2				
Split AC	York	DHP18CSB21S				
AHU1	York	XTI-072X096				
Boiler1	LAARS	NTH750NJX3				
HWP-1	Bell & Gossett	e-1510 SSF 8.375				
PUH-A1	Unknown					
25 VAV Boxes	Unknown					
3 HW Cabinet Heat						
DD Controls	Tridium Niagara				Apr-19	

Partial Mechanical Equipment List

July 12, 2021

<i>System</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Serial</i>	<i>Volts</i>	<i>Phase</i>	<i>Installed Date</i>	<i>Comments</i>
E. Washington							
AHU1	Bryant	Twinned (2) 4 ton		208/230	3	Apr-14	Upstairs
AHU2	Bryant	Single (1) 3 ton		208/230	3	Apr-14	Downstairs
DD Controls	Tridium Niagara					2014	Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed Date	Comments
Franklin Road							
PKG1	York	D1EG090N13046ECF	NCHM038867	208/230	3	2000	
PKG4	York	D1EG180N32046ECE	NDHM050019	208/230	3	2000	Resheaved for humidity 2012
PKG3	York	D1EG180N32046ECE	NDHM055055	208/230	3	2000	Resheaved for humidity 2013
PKG2	York	D1EG120N20046STF	NBHM018027	208/230	3	2000	
EF-1	Cook	120C3B 33				2000	
EF-2	Cook	80C3B				2000	
EF-3	Cook	120C3B 33				2000	
DD Controls	Tridium Niagara					2013	Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed	Comments
Garfield Park							
Cond1	Carrier	38AKS024---520	3802F80339	208/230	3	2003	
AHU1	Carrier	40RM-024---B511YC	1103F20938	208/230	1		Original - 3 zones
Boiler	Lochinvar Corp	KBN399	K09H10123538			2011	Installed with remodel
DD Controls	Tridium Niagara					2011	Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	extended model # Serial	Volts	Phase	Installed Date	Comments
Haughville							
RTU3	AAON	RK-08-3-EQ-222 -	CA0QG00DH0000 S-200210-AKGH41909	460	3	2002	
RTU2	AAON	RK-05-3-EO-232 -	CA0QG00DH0000 S-200210-AKGD41933	460	3	2002	
RTU1	AAON	RK-25-3-EO-232 -	CB0QG00DH0000 S-200210-AKGP41945	460	3	2002	
IT Cond 1	Mitsubishi	PUY-A12NHA3	92U01922B	208/230	1	2002	Unit replaced in 2010
EX	Greenhek	GRSR-12	02J25387			2002	
EX	Greenhek	GRSR-12	02J25387			2002	
IT AHU 1	Mitsubishi	PKA-A12HA	06A023S1C	208/230	1	2002	Unit replaced in 2010
DD Controls	Tridium Niagara					2012	Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Installed		Comments
					Phase	Date	
Irvington							
CU1	Trane	TTA120A300DA	R38151HAH	208/230	3	2002	
CU2A	Trane	TTP036D30DA0	R4134393F	208/230	3	2002	
CU2B	Trane	TTP036D30DA0	R4134363F	208/230	3	2002	
AHU2A	Trane	TUX080C942C2	R454KDR7G	208/230		2002	
AHU2B	Trane	TUX080C942C2	R434XH7G	208/230		2002	
RTU2	Trane	YCD181C3HABA	R41101523D	208/230	3	2002	
RTU1	Trane	YCD181C3HABA	R41101490D	208/230	3	2002	
EF1	Penn	DX11B				2002	
EF2	Penn	DX06B				2002	
AHU1A	Trane	TUX100C960C2	R44535A7G	208/230	3	2002	
AHU1B	Trane	TUX100C960C2	R323UFW7G			2002	
DD Controls	Tridium Niagara					2013	Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed Date	Comments
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Martindale - Brightwood

VRF Fan Coil Units												
Mark	Type of Unit	Manufacturer	Model	Capacity (BTU/h)		Fan Performance		Electrical Connection				
				Cooling	Heating	Supply Air (cfm)	E.S.P. (in. wc)	Voltage	Phase	MCA	MOCP	Disconnect
C07	2x2 Ceiling Cassette	Samsung	AM007NNNDCH/AA	5,800	6,500			208	1	0.3	15	E.C.
C12	2x2 Ceiling Cassette	Samsung	AM012NNNDCH/AA	12,000	13,500			208	1	0.3	15	E.C.
D07	Medium Static Ducted	Samsung	AM007MNMDCCH/AA	7,500	8,500	300	0.40	208	1	0.2	15	E.C.
D12	Medium Static Ducted	Samsung	AM012MNMDCCH/AA	12,000	13,500	350	0.40	208	1	0.4	15	E.C.
D18	Medium Static Ducted	Samsung	AM018MNMDCCH/AA	18,000	20,000	600	0.40	208	1	0.8	15	E.C.
D24	Medium Static Ducted	Samsung	AM024MNMDCCH/AA	24,000	27,000	775	0.40	208	1	0.9	15	E.C.
D30	Medium Static Ducted	Samsung	AM030MNMDCCH/AA	30,000	34,000	850	0.40	208	1	0.9	15	E.C.
D36	Medium Static Ducted	Samsung	AM036MNMDCCH/AA	36,000	40,000	1,020	0.40	208	1	1.1	15	E.C.
W18	Wall Mounted	Samsung	AM018FNTDCH/AA	18,000	20,000			208	1	0.2	15	E.C.

Energy Recovery Ventilator														
Mark	Manufacturer	Model	Outdoor Air		Exhaust Air		Summer				Winter			
			Airflow	ESP	Airflow	ESP	EDB	EWB	LDB	LWB	EDB	EWB	LDB	LWB
ERV-1	RenewAir	HE 3XINV	2500 CFM	1.00 in-wg	2200 CFM	0.75 in-wg	95.0 °F	78.0 °F	82.1 °F	71.3 °F	-3.0 °F	-5.0 °F	44.3 °F	36.3 °F

FF1

Electric Draft Barrier						
Mark	Manufacturer	Model	Length	Electrical Connection		
				Watts	Voltage	Phase
EDB-30	Indeeco	910U00500BW	29 1/2"	500	120 V	1
EDB-40	Indeeco	910U00500BW-1004	39 1/2"	500	120 V	1
EDB-50	Indeeco	910U00750BW-1265	50"	750	120 V	1
EDB-60	Indeeco	910U01000BW-1506	59 1/2"	1000	120 V	1
EDB-68	Indeeco	910U01250BW-1727	68"	1250	120 V	1
EDB-77	Indeeco	910U01750CW	77 1/2"	1750	120 V	1
EDB-86	Indeeco	910U01500BW-2187	86"	1500	120 V	1
SEDB-48	Qmark	SLQDB04	48"	600	120 V	1
SEDB-60	Qmark	SLQDB05	60"	750	120 V	1
SHDB-36	Brasch Manufacturing	ASHDB-20	36"	564	120 V	1
SHDB-48	Brasch Manufacturing	ASHDB-20	48"	752	120 V	1
SHDB-60	Brasch Manufacturing	ASHDB-20	60"	940	120 V	1

Heat Recovery Unit									
Type Mark	Manufacturer	Model	Capacity		Electrical Connection				Disconnect By:
			Cooling	Heating	Voltage	Phase	MCA	MOCP	
HRU-1	Samsung	AM456JXVAFR2AA	456000	513000					
	Samsung	AM168HXVAFR2AA	168000	189000	208	3	66.0	80	MFR
	Samsung	AM120FXVAFR2AA	120000	135000	208	3	43.0	50	MFR
	Samsung	AM168HXVAFR2AA	168000	189000	208	3	66.0	80	MFR
HRU-2	Samsung	AM120JXVAFR2AA	120000	135000	208	3	43.0	50	MFR

Electric Wall Heaters								
Mark	Type	Manufacturer	Model	Electrical Connection				
				Watts	Volts	Phase	MCA	MOCP
EWH-1	Forced Fan Wall Heater	Raywall	AFA115D	1,500	120 V	1	1500.0	15
EWH-2	Forced Fan Wall Heater	Raywall	AFA840D	4,000	208 V	1	19.2	25

Exhaust Fans								
Mark	Manufacturer	Model Number	Airflow		Electrical Connection			
			CFM	ESP (in w.c.)	Voltage	Phase	HP	Disconnect
EF-1	Greenheck	SQ-100-VG	800	0.4	120 V	1	1/4	MFR
EF-2	Greenheck	SQ-75-VG	200	0.3	120 V	1	1/10	MFR

DD Controls

Tridium Niagara

2020 Distech

Partial Mechanical Equipment List

July 12, 2021

System Manufacturer Model Serial Volts Phase Date Installed Comments

Michigan Road

AIR HANDLING UNITS

GENERAL NOTES:
A. HEATING CAPACITY BASED ON 130°F ENT. WATER.
B. COOLING CAPACITY BASED ON 45°F ENT. WATER.
C. MOTORS - 208V - 3PH, UNLESS NOTED OTHERWISE.
D. VFD'S SHALL BE CONSTRUCTED AND LABELED FOR REQUIRED SCCR (SHORT CIRCUIT CURRENT RATING). COORDINATE WITH DIVISION 26.
E. UNIT CONFIGURATIONS (SUPPLY FAN POSITION RELATIVE TO COOLING COIL) -
"HDT" - HORIZONTAL DRAW THRU; "VDT" - VERTICAL DRAW THRU;
"HBT" - HORIZONTAL BLOW THRU; "VBT" - VERTICAL BLOW THRU.
REFER TO DRAWINGS FOR LAYOUT.

NOTES:
1. SUSPENDED ABOVE CEILING.
2. MAXIMUM HEIGHT 41".
3. ON 4" CONCRETE PAD.
4. A1 VIBRATION ISOLATION.
5. MAXIMUM COIL W.P.D. OF 5".
6. MAXIMUM COIL W.P.D. OF 12".
7. MAXIMUM COOLING COIL A.P.D. OF 1.45".
8. MAXIMUM PREHEAT COIL A.P.D. OF 0.5".
9. MAXIMUM REHEAT COIL A.P.D. OF 0.3".
10. MAXIMUM COOLING COIL A.P.D. OF 1.0".
11. MAXIMUM HEATING COIL A.P.D. OF 0.1".

UNIT NUMBER	LOCATION		SUPPLY FAN							PREHEAT COIL				COOLING COIL					REHEAT COIL			PRE-FILTER	FINAL FILTER	OUTSIDE AIR	BASIS OF DESIGN															
	ROOM NAME	UNIT CONFIGURATION	CFM (TOTAL)	TOTAL STATIC PRESSURE (IN. W.C.)	FAN QTY / WHEEL DIA.	WHEEL TYPE	MOTOR (HP EACH)	VARIABLE FREQUENCY DRIVE (QTY)	VIBRATION ISOLATOR TYPE	CAPACITY (MBH)	ENTERING AIR TEMPERATURE DB (°F)	LEAVING AIR TEMPERATURE DB (°F)	GPM	PIPE RUNOUT SIZE	TOTAL CAPACITY (MBH)	SENSIBLE CAPACITY (MBH)	ENTERING AIR TEMPERATURE DBWB (°F)	LEAVING AIR TEMPERATURE DBWB (°F)	GPM	PIPE RUNOUT SIZE	CAPACITY (MBH)	ENTERING AIR TEMPERATURE DB (°F)	LEAVING AIR TEMPERATURE DB (°F)	GPM	PIPE RUNOUT SIZE	THICKNESS / MERV	MAXIMUM CLEAN AIR PRESS. DROP (IN. W.C.)	THICKNESS / MERV	MAXIMUM CLEAN AIR PRESS. DROP (IN. W.C.)	MINIMUM CFM	ECONOMIZER	AIRFLOW MEASUREMENT STATION	MAX UNIT WEIGHT (LBS.)	HUMIDIFIER (SEE HUMIDIFIER SCHEDULE)	ENERGY RECOM. SECTION (SEE SEP. SCHED.)	AIR BLENDER (SEE SEP. SCHED.)	UVGI (NOTE G)	MANUFACTURER	MODEL	
AHU-1	NORTH SPINE	HDT	4,000	4.66	1/16.5"	AF	7.5	1	INTERNAL	90.54	41.7	61.5	9.2	1.25	196.7	119.7	81.5/69.6	53.2/53.2	26.2	2	134.4	55.0	85.0	13.6	1.5	2" / 8	0.2	4" / 13	0.5	1,050	•	•	2500	-	-	-	-	-	CARRIER	39MN
AHU-2	MECHANICAL	HDT	10,200	4.29	1/27.0"	AF	15	1	INTERNAL	116.6	30.8	63.5	11.8	1.5	378.0	270.9	78.3/65.9	53.3/53.1	50.3	3	-	-	-	0.0	0	2" / 8	0.2	4" / 13	0.5	2,580	•	•	3500	-	-	-	-	-	CARRIER	39MN
AHU-3	CHILDRENS	HDT	1,300	4.63	1/12.2"	AF	2	1	INTERNAL	41.7	2.9	57.0	4.2	1	47.3	34.5	78.8/66.2	53.8/53.8	6.3	1.25	26.5	54.0	85.5	2.7	0.75	2" / 8	0.2	4" / 13	0.5	310	•	•	1500	-	-	-	-	-	CARRIER	39MN
AHU-4	CHILDRENS	HDT	3,500	5.07	1/16.5"	AF	5	1	INTERNAL	37.9	30.0	60.9	3.8	1	117.1	88.5	77.9/65.4	54.2/53.9	15.6	2	82.4	54.0	87.4	8.3	1.25	2" / 8	0.2	4" / 13	0.5	1,050	•	•	2000	-	-	-	-	-	CARRIER	39MN
AHU-5	STORAGE	HDT	2,440	4.93	1/13.5"	AF	5	1	INTERNAL	67.34	-10.0	71.8	6.8	1.25	99.8	69.6	79.9/67.0	53.0/53.0	13.3	1.5	49.5	54.0	87.9	5.0	1	2" / 8	0.2	4" / 13	0.5	650	•	•	2000	-	-	-	-	-	CARRIER	39MN
AHU-6	SOUTH SPINE	HDT	4,000	4.66	1/16.5"	AF	7.5	1	INTERNAL	90.54	41.7	61.5	9.2	1.25	196.7	119.7	81.5/69.6	53.2/53.2	26.2	2	134.4	55.0	85.0	13.6	1.5	2" / 8	0.2	4" / 13	0.5	1,050	•	•	2500	-	-	-	-	-	CARRIER	39MN

Partial Mechanical Equipment List

July 12, 2021

HYDRONIC PUMPS														
GENERAL NOTES: A. WHEN APPLICABLE, REFER TO SPECIFICATIONS FOR VIBRATION ISOLATOR TYPES.														
MARK	DESCRIPTION	PERFORMANCE		MOTOR			MINIMUM PUMP EFFICIENCY (%)	PUMP SUCTION SIZE	PUMP DISCHARGE SIZE	VARIABLE FREQUENCY DRIVE	VIBRATION ISOLATOR TYPE	BASIS OF DESIGN		SEE NOTE
		GPM	MIN. REQUIRED FT. HD.	HORSEPOWER	VOLTAGE - PHASE	RPM						MANUFACTURER	MODEL	
P-1	CHILLED WATER SYSTEM	125.0	80	5	208-3	1750	65	2.5"	2"	•	H1	TACO	FI2009C	-
P-2	HOT WATER SYSTEM	100.0	75	5	208-3	1750	63	2.5"	1.5"	•	H1	TACO	FI2009C	-

Partial Mechanical Equipment List

July 12, 2021

AIR-COOLED CHILLERS																										
GENERAL NOTES: A. ELECTRIC SERVICE - SINGLE POINT POWER SERVICE CONNECTION TO UNIT BY E.C. ADEQUACY OF LISTED CIRCUIT SIZE MUST BE VERIFIED BY H.C. AND UNIT SUPPLIER. COST FOR INCREASE OR CHANGE OF ELECTRIC SERVICE FOR EQUIPMENT SELECTED SHALL BE BORNE BY H.C. THIS SHALL INCLUDE LUG SIZE AND QUANTITY REQUIREMENTS. B. WHEN APPLICABLE, REFER TO SPECIFICATIONS FOR VIBRATION ISOLATOR TYPES. C. CAPACITY DATA IS BASED ON FLUID SPECIFIED IN SCHEDULE.																										
NOTES: 1. REMOTE EVAPORATOR.																										
MARK	DESCRIPTION	TYPE		REFRIGERANT TYPE	CAPACITY							ELECTRICAL SERVICE				DIMENSIONS				MISC.			VIBRATION ISOLATOR TYPE	BASIS OF DESIGN		
		SCROLL	SCREW		TONS (ACTUAL)	GPM	ENTERING WATER TEMP. (°F)	LEAVING WATER TEMP. (°F)	MAX. WATER PRESS. DROP (FT. HD.)	AMB. OUTSIDE AIR TEMP. (°F)	CLEAR WATER	MCA	MOCP	VOLTAGE - PHASE	MINIMUM SCOR (AMPS)	LENGTH	WIDTH	HEIGHT	APPROX. OPERATING WEIGHT (LBS)	CONCRETE PAD	CONTROL PANEL	PIPE HEAT TRACE		MANUFACTURER	MODEL	
ACC-1	AIR COOLED CHILLER WITH REMOTE BARREL	•	-	R410A	77.20	123	60	45	10.0	95	•	366.5	400	208-3	5,000	8'- 0"	7'- 2"	7'- 6"	5,000	•	•	-	A1	CARRIER	30RB	

AIR TERMINAL UNITS - HOT WATER HEAT

GENERAL NOTES:
A. TYPES: "V.V." - VARIABLE VOLUME;
"V.V.R." - VARIABLE VOLUME REHEAT;
"C.V.R." - CONSTANT VOLUME REHEAT;
B. 0.5 MAX. S.P. DROP THRU UNIT & COIL
AT MAX. CFM.
C. REHEAT COIL CAPACITIES BASED ON HEATING
MAX. CFM, 55° ENT. AIR & 130° ENT. WATER, AND
MAX. 5 FT. HD. W.P.D.

NOTES:
1. COOLING ONLY.

MARK	TYPE	MINIMUM INLET SIZE			CFM				REHEAT COIL			REFER TO NOTE
		DIAMETER	WIDTH	HEIGHT	COOLING MAXIMUM	DEAD BAND MINIMUM	REHEAT MAXIMUM	HEATING MAXIMUM	MBH	GPM	PIPE RUNOUT SIZE	
VAV-1A	V.V.R.	14"			2,100	420	630	1,050	34.2	3.4	1"	
VAV-1B	V.V.R.	10"			1,110	220	335	555	18.1	1.9	0.75"	
VAV-2	V.V.R.	12"			1,800	360	540	900	29.3	3.0	0.75"	
VAV-3	V.V.R.	6"			250	50	75	125	4.1	0.5	0.75"	
VAV-4	V.V.R.	6"			250	50	75	125	4.1	0.5	0.75"	
VAV-5	V.V.R.	6"			250	50	75	125	4.1	0.5	0.75"	
VAV-6	V.V.R.	6"			250	50	75	125	4.1	0.5	0.75"	
VAV-7	V.V.R.	12"			1,200	240	360	600	19.5	2.0	0.75"	
VAV-8	V.V.R.	6"			210	40	65	105	3.4	0.5	0.75"	
VAV-9	V.V.R.	5"			125	25	40	65	2.2	0.5	0.75"	
VAV-10	V.V.R.	5"			125	25	40	65	2.2	0.5	0.75"	
VAV-11	V.V.R.	8"			750	150	225	375	12.2	1.3	0.75"	
VAV-12	V.V.	6"			200	-	-	0	-	-	0.5"	1
VAV-13	V.V.R.	6"			250	50	75	125	4.1	0.5	0.75"	
VAV-14	V.V.R.	6"			225	45	70	115	3.7	0.5	0.75"	
VAV-15	V.V.R.	6"			200	40	60	100	3.3	0.5	0.75"	
VAV-16	V.V.R.	8"			750	150	225	375	12.2	1.3	0.75"	
VAV-17	V.V.R.	6"			275	55	85	140	4.6	0.5	0.75"	
VAV-18	V.V.R.	10"			1,150	230	345	575	19.6	2.0	0.75"	
VAV-19	V.V.R.	10"			900	180	270	450	14.7	1.5	0.75"	
VAV-20	V.V.R.	8"			710	140	210	355	10.8	1.1	0.75"	

Partial Mechanical Equipment List

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HOT WATER HEATING UNITS

GENERAL NOTES:

A. HEATING CAPACITY BASED ON 60°F ENT. AIR & 130°F ENT. WATER.

B. MAXIMUM 1 FT. HD. W.P.D. THRU COIL.

C. MOTOR: 115V-1PH UNLESS NOTED OTHERWISE.

D. VERIFY/COORDINATE CABINET DIMENSIONS, MOUNTING & RECESS REQUIREMENTS PRIOR TO ORDERING.

E. WHEN APPLICABLE, REFER TO SPECIFICATIONS FOR VIBRATION ISOLATOR TYPES.

NOTES:

1. MOUNTING HEIGHT TO BOTTOM OF UNIT: 8'-0"

2. BASIS OF DESIGN: TRANE UHS

MARK	DESCRIPTION	MOUNTING	CFM	HEATING CAPACITY (MBH)	GPM	PIPE RUNOUT SIZE	MOTOR (WATTS)	APPROX. CABINET DIMENSIONS			VIBRATION ISOLATOR TYPE	THERMOSTAT		SEE NOTE
								WIDTH	DEPTH	HEIGHT		UNIT MOUNTED	WALL MOUNTED	
PUH-1	PROPELLER UNIT HEATER	SUSPENDED	395	6.5	1.3	0.75"	16	14"	10"	18"	11	•	-	1,2

HOT WATER BOILERS

GENERAL NOTES:

A. LISTED GAS DELIVERY PRESSURE IS DELIVERY PRESSURE TO THE BOILER'S GAS TRAIN.

B. ELECTRIC SERVICE SHALL BE SINGLE POINT POWER CONNECTION. WHEN CONTROL POWER DIFFERS FROM SERVICE POWER, PROVIDE FACTORY INSTALLED TRANSFORMER.

C. IT IS RECOGNIZED THAT SOME BOILER MANUFACTURERS REQUIRE AN INTEGRAL H_x CIRCULATION PUMP IN ADDITION TO THE BOILER'S PRIMARY PUMP. THE SINGLE POINT POWER CONNECTION TO THE BOILER SHOULD INCLUDE POWER FOR THE H_x CIRCULATION PUMP. REFER TO PUMP SCHEDULE FOR ASSOCIATED PRIMARY PUMP.

NOTES:

1. BASIS OF DESIGN - LOCHINVAR CREST

MARK	DESCRIPTION	LOCATION		TYPE				CAPACITY				MIN. HEATING SURFACE AREA (SQ. FT.)	BURNER			ELECTRICAL SERVICE		CONNECTION SIZES				APPROX. DIMENSIONS				MISC.						
		ROOM NAME	ROOM NUMBER	CONDENSING	NON-CONDENSING	NATURAL GAS	OIL-FIRED	COMBINATION GAS/OIL	ELECTRIC	INPUT (MBH)	OUTPUT (MBH)		ENTERING WATER TEMPERATURE (°F)	LEAVING WATER TEMPERATURE (°F)	GPM	SEALED COMBUSTION	POWERED BURNER	GAS DELIVERY PRESSURE (IN. W.G.)	INTEGRAL H _x CIRC. PUMP (NOTE C)	VOLTAGE - PHASE	WATER INLET	WATER OUTLET	GAS	FLUE VENT	COMBUSTION AIR	LENGTH	WIDTH	HEIGHT	APPROX. OPERATING WEIGHT (LBS)	CONCRETE PAD	SAFETY RELIEF VALVE SETTING (PSIG)	
B-1	CONDENSING BOILER	MECHANICAL	017	•	-	•	-	-	-	1,000	962	110	130	100	97	1000	•	•	14"	-	120-1	3"	3"	1.25"	6"	6"	4'-6"	2'-6"	6'-6"	2,000	•	125

DD Controls Tridium Niagara

2020 Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed Date	Comments
Lawrence							
CU1	Carrier	38AE014500	296809	208/230	3		Poor Condition
CU2	Carrier	38BA609550	2082G46107	208/230	3		Poor Condition
CU3	Carrier	38BA609550	208G46106	208/230	3		Poor Condition
CU4	Bryant	569DPX090000AAAA	2908G10119	208/230	3	Aug-08	
AHU1	Applied Air	GIF-40V	82-IF-026 FO 5063	208/230	3		
AHU2	Applied Air	GIF-35V	82-IF-027 FO 5062	208/230	3		
AHU3A	Carrier	58SE125-4	W1A27512				
AHU3B	Carrier	58SC125-4	W1A27461				
AHU4A	Carrier	58SE125-4	U1A26009				
AHU4B	Carrier	58SE125-4	U1A25989				
DD Controls	Tridium Niagara						2011 Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed Date	Comments
Library Services Center							
CU1	Mexico						For Elev Mach. Room
AHU1	York	CS270SUMP A AHU-1				1992	20 @ 20x20x2
AHU2	York	CS156SHMP D AHU-2				1992	4 @ 20x25x2, 4 @ 16x25x2
AHU3	York	CS402SHMP D AHU-3				1992	12 @ 20x25x2, 8 @ 20x20x2
AHU4	York	CS217SUMP D AHU-4				1992	12 @ 20x25x2
AHU5	York	CS217SUMP E AHU-5				1992	12 @ 20x25x2
AHU6	York	CS270SUMP D AHU-7				1992	4 @ 20x25x2, 12 @ 20x20x2
AHU7	York	CS270SUMP D AHU-7				1992	4 @ 20x25x2, 12 @ 20x20x2
AHU8						1992	Split unit with CU1
Unit Heater-AHU9						1992	
RTU1	Carrier	50TFF012-A-611	2402G30805	460	3	1999	
Chiller	Carrier	30XAA2006L-OFDM3					
Boiler 1	Bryan	TF300	97664				
Boiler 2	HB Smith	28A-9	N92-102			1992	
CW Pump 1	Taco	BB5010				1992	
CW Pump 2	Taco	BB5010				1992	
HW Pump 1	Taco	BB4010				1992	
HW Pump 2	Taco	BB4010				1992	
Garage Radiant Heating						1992	
	Detroit Radiant Products	DRV-75					
	Detroit Radiant Products	PB-8					Vacuum Pump
81 VAV boxes	Nailor					2010	

Partial Mechanical Equipment List

July 12, 2021

EF1		1992
EF2		1992
EF3		1992
EF4		1992
EF5		1992
EF6		1992
EF7		1992
EF8		1992
EF8		1992
EF10		1992
DD Controls	Tridium Niagara	2010 Distech

Partial Mechanical Equipment List

July 12, 2021

<i>System</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Serial</i>	<i>Volts</i>	<i>Phase</i>	<i>Installed Date</i>	<i>Comments</i>
Nora							
RTU5	BDP	580BPU060115AAAP	2989G66137	208/230	3		Poor Condition
RTU4	BDP	579DPW180270AACU	4089G85380				Poor Condition
RTU6	Bryant	580FPV090125AB	1904G31776	208/230	3	Sep-04	
RTU8	Bryant	580FPV060115ABGA	4106G20135	208/230	3	Sep-06	
RTU1	BDP	580BPV090120AAAS	4089G86290	208/230	3		Poor Condition
RTU1	BDP	579DPW180270AACU	4089G85373	208/230	3		Poor Condition
RTU3	Bryant	580FPV060115AB	2004G20334	208/230	3	Sep-04	
RTU2	Bryant	580FPV036074ABGA	4505G10472	208/230	3	Sep-06	
EX1	Greenheck	CUE-140-B	97F14535	208/230	1		
EX2	Penn	LF-15					
EX3	Penn	LF-15					
EX4	Penn	LF-27					
Programable Thermostats						Aug-09	Replaced
DD Controls Tridium Niagara						2014	Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturers	Model	Serial	Volts	Installed		Comments
					Phase	Date	
Pike							
CU1	Trane	TTA180E300AA	12183KRCTA	208/230	3	Aug-12	
CU2	York	H4CE090A25C	NEJM053796	208/230	3		
AHU1	Trane	CCBB14SBEDO	K85J70505	208/230	3		
AHU2	York	AP80-FS-VC-AF	CKHM00337C	208/230	3		
AHU3	York	AP105 FS	CKHM00333C	208/230	3		
AHU4	York	AP215 FS	CKHM00301C	208/230	3		
Bryan Boiler	CL150-W-FDG	84517					
CU4	RUABC256AE00	J8SF81544		208/230	3		
CU3	569DPX120000AA--	0704G40069		208/230	3		
CU5	13ACD-036-230-15	1911F28578		208/230	1		
AHU5	FTRP036H06B	EGHS641709					
DD Controls	Tridium Niagara					2012 Distech	

Partial Mechanical Equipment List

July 12, 2021

<i>System</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Serial</i>	<i>Volts</i>	<i>Phase</i>	<i>Installed Date</i>	<i>Comments</i>
Southport							
CU4	Bryant	566DEX180000ADAA	2009G40043	460	3	Jul-10	
CU3	Bryant	569DEX090000AB	3708G50189	460	3	Jul-09	
CU2	Bryant	566DEX240000ACAA	2009G40045	460	3	Aug-09	
CU1	Carrier			460	3		Poor Condition
AHU4	Gulf West	YCS106LF	B910369				
AHU3	Gulf West	VCS108LF	B910390				
AHU2	Gulf West	VCS114LF	B929ZA5				
AHU1	Gulf West	VCS114LF	B929Z84				
DD Controls	Tridium Niagara					2011 Distech	

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed Date	Comments
Spades Park							
CU3	Bryant	113ANA060	3110E07227	208/230	1	Aug-10	
CU2	Goodman	CK49-18	4443406			Sep-07	
CU1	Whirlpool	NCAFA56A001867-816672	H710-06-9				
AHU1	Whirlpool	NUGK125DK01	H64854627				
AHU2	Whirlpool	NUGK125DK01	H64854609				
AHU3	Whirlpool	NUGK125DK01	H64854850				
Programmable Thermostats						Aug-09	

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Installed		Comments
					Phase	Date	
Wayne							
Cond1	Carrier	38AE014500	T294922	208/230	3		Poor Condition
Cond2	Carrier	38BA009550	2082G46111	208/230	1		Poor Condition
Cond3	Carrier	38BA008540	2082G45865	208/230	1		Poor Condition
Cond4	Bryant	569DPX120000AA	2507G40156	208/230	1	Jul-07	
AHU1	Applied Air Systems	GIF-40-V	82-IF-024 F0 5007	208/230	3		
AHU2	Applied Air Systems	GOF-35-V	82-IF-025 F05003				
AHU4A	Carrier	58SF125-4	R2A30385				
AHU4B	Carrier	58SE125-4	X1A26608				
AHU3A	Carrier	58SE125-4	R2A30386				
AHU3B	Carrier	58SE125-4	R2A30381				
DD Controls	Tridium Niagara						2011 Distech

Partial Mechanical Equipment List

July 12, 2021

System	Manufacturer	Model	Serial	Volts	Phase	Installed Date	Comments
West Indy							
CU1	Trane	BTA036D300A0	S20251037			1986	Poor Condition
CU2	Carrier	561CP060-L	3306X79194	208/230	3	1986	Poor Condition
CU3	Bryant	561CP060-H	2604E41085	208/230	3	1986	Poor Condition
CU4	Bryant	113ANA024-D	4110E00897	208/230	3	1986	Poor Condition
AHU1	Trane	GUEDA-10-A	H0299128504			1986	Poor Condition
AHU2	Trane	GUEDA-17-A	H0310258514			1986	Poor Condition
AHU3	Trane	GUEDA-17-A	H0309678514			1986	Poor Condition
AHU4	Trane	GUEDA-07-A	H0301138504			1986	Poor Condition
Programmable Thermostats						Aug-09	

Partial Mechanical Equipment List

January 30, 2015

<i>System</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Serial</i>	<i>Volts</i>	<i>Phase</i>	<i>Installed Date</i>	<i>Comments</i>
Warren							
AHU1	GW	VDS1141F	B929288	208/230	3		
AHU2	GW	VOS1141F	B9292287	208/230	3		
AHU3	GW	VOS1061F	B910391	208/230	3		
AHU4	GW	VOS1061F	B910392	208/230	3		
CU1	Carrier	38AKS028---601	0311Q6087	208/230	3	Apr-11	
CU2	Carrier	38AD028620	N097704	208/230	3		Poor Condition
CU3	Thermal Zone	TZAA-120DA757	8562F221205467	208/230	3	Jul-12	
CU4	Carrier	38AKS016---621--	2803F40849	208/230	3	Aug-03	
EF3		143 8CR A					
EF2		141 8CR A					
EF1		141 8CR A					
EF5		142 8CR RA					
DD Controls	Tridium Niagara					2012 Distech	

Partial Mechanical Equipment List

July 12, 2021

System Manufacturer Model Serial Volts Phase Installed Date Comments

West Perry

3

CUSTOM AIR HANDLING UNIT - OVERVIEW SCHEDULE												
IDENTITY DATA				CAPACITY		AIRFLOW			UNIT SIZE (IN)			NOTES
MARK	MANUFACTURER	LOCATION	AREA SERVED	COOLING (BTU/H)	HEATING (BTU/H)	SUPPLY (CFM)	MIN OSA (CFM)	EXHAUST (CFM)	L	W	H	
AHU-1	HAAKON	MECH. PLATFORM	UFAD	776,400	810,000	20,000	5,000	1,800	30'-11"	9'-11"	7'-0"	1

CUSTOM AIR HANDLING UNIT - FILTER SCHEDULE								
IDENTITY DATA		TYPE	AIRFLOW (CFM)	FACE AREA (SF)	DEPTH (IN)	APD (IN-WG)	MERV	NOTES
MARK								
AHU-1		PLEAT	20,000	48	2" / 4"	1.5	8 / 14	1

CUSTOM AIR HANDLING UNIT - RETURN FAN SCHEDULE																						
IDENTITY DATA			AIRFLOW (CFM)	TYPE	ESP (IN-WG)	TSP (IN-WG)	RPM	DRIVE	SOUND CRITERIA								MOTOR				NOTES	
MARK	MANUFACTURER	LOCATION							OCTAVE BAND (INLET)								HP	BHP	VOLTS	PH		
									1	2	3	4	5	6	7	8						
AHU-1	HAAKON	MECH. PLATFORM	20,000	PLENUM	1.70	2.10	1150	DIRECT	74	95	89	74	71	71	66	60	7.5	4.6	208	3	1	

CUSTOM AIR HANDLING UNIT - HEATING COIL SCHEDULE															
IDENTITY DATA		AIRFLOW (CFM)	MIN OSA (CFM)	CAPACITY (BTU/H)	EAT DB (°F)	LAT DB (°F)	ROWS	FPI	APD (IN-WG)	FACE VELOCITY (FPM)	HOT WATER COIL				NOTES
MARK	LOCATION										EWT (°F)	LWT (°F)	WPD (FT-WG)	FLOW (GPM)	
AHU-1	MECH. PLATFORM	20,000	5,000	810,000	40	100	2	10	0.30	500	160	120	6	75	1

CUSTOM AIR HANDLING UNIT - COOLING COIL SCHEDULE															
IDENTITY DATA			AIRFLOW (CFM)	MIN OSA (CFM)	TOTAL CAPACITY (BTU/H)	SENSIBLE CAPACITY (BTU/H)	EAT DB (°F)	EAT WB (°F)	LAT DB (°F)	LAT WB (°F)	ROWS	APD (IN-WG)	FACE VELOCITY (FPM)	DX COIL REFRIG.	NOTES
MARK	MANUFACTURER	LOCATION													
AHU-1	HAAKON	MECH. PLATFORM	20,000	5,000	776,400	600,750	85	66	54	53	6	0.50	500	R-410A	1

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EXHAUST FAN SCHEDULE																	
IDENTITY DATA					FAN DATA				NOISE CRITERIA		ELECTRICAL DATA						
MARK	MANUFACTURER	MODEL	SERVES	WEIGHT (LBS)	FAN TYPE	AIRFLOW (CFM)	ESP (IN-WG)	RPM	SONES	DBA	HP	BHP	VOLTS (V)	PHASE	FREQ (HZ)	DISCONNECT PROVIDER	UNIT CONTROL
EF-1	GREENHECK	SQ-99-VG	MAIN RESTROOM EXHAUST	50	INLINE	725	0.50	1613	13.3	64	0.25	0.22	120	1	60	INTEGRAL	INTEGRAL
EF-2	GREENHECK	SP-B150	SINGLE RESTROOM	10	CEILING	100	0.25	1050	3.5	20	0.01	0.01	120	1	60	INTEGRAL	INTEGRAL
EF-3	GREENHECK	SP-B150	SINGLE RESTROOM	10	CEILING	100	0.25	1050	3.5	20	0.01	0.01	120	1	60	INTEGRAL	INTEGRAL
EF-4	GREENHECK	SQ-97-VG	OUTDOOR AIR (VENTILATION)	50	INLINE	160	0.50	1436	10.5	59	0.25	0.09	120	1	60	INTEGRAL	INTEGRAL
EF-5	GREENHECK	SP-B150	SINGLE RESTROOM	10	CEILING	100	0.25	1050	3.5	20	0.01	0.01	120	1	60	INTEGRAL	INTEGRAL

FAN POWERED BOX WITH HOT WATER REHEAT SCHEDULE																			
IDENTITY DATA			AIRFLOW DATA		SOUND DATA		REHEAT COIL DATA									ELECTRICAL DATA			
MARK	MANUFACTURER	MODEL	FAN FLOW (CFM)	APD (IN. W.G.)	MAX DISCHARGE (NC)	MAX RADIATED (NC)	CAPACITY (MBH)	EAT (°F)	LAT (°F)	EWT (°F)	LWT (°F)	FLOW (GPM)	ROWS	WPD (FT. W.G.)	KW	VOLTS (V)	PHASE	MCA (A)	MOCp (A)
FPB-1	PRICE	FDU-30	600	0.4	24	30	27.6	65	105	160	120	1.50	2	0.50		120	1	9.4	15
FPB-2	PRICE	FDU-30	600	0.4	24	30	27.6	65	105	160	120	1.50	2	0.50		120	1	9.4	15
FPB-3	PRICE	FDU-30	900	0.5	34	37	36.6	65	105	160	120	2.00	2	0.50		120	1	9.4	15
FPB-4	PRICE	FDU-30	700	0.4	27	32	29.3	65	105	160	120	1.50	2	0.50		120	1	9.4	15
FPB-5	PRICE	FDU-30	800	0.5	30	34	30.7	65	105	160	120	1.50	2	0.50		120	1	9.4	15
FPB-6	PRICE	FDU-30	600	0.4	24	30	27.6	65	105	160	120	1.50	2	0.50		120	1	9.4	15
FPB-7	PRICE	FDU-30	910	0.4	34	37	38.8	65	105	160	120	2.50	2	1.20		120	1	9.4	15
FPB-8	PRICE	FDU-20	400	0.4	21	25	21.6	65	105	160	120	1.50	2	0.50		120	1	8.4	15
FPB-9	PRICE	FDU-30	600	0.4	24	30	27.6	65	105	160	120	1.50	2	0.50		120	1	9.4	15
FPB-10	PRICE	FDU-30	700	0.4	27	32	25.6	65	105						7-1/2	208	3	32.5	35

ELECTRIC HEATER SCHEDULE										
IDENTITY DATA				WEIGHT (LBS)	HEATING DATA			FAN DATA	ELECTRICAL DATA	
MARK	MANUFACTURER	MODEL	TYPE		CAPACITY (KW)	EAT (F)	LAT (F)	CFM	VOLTS	PH
ECH-1	QMARK	CDF	CEILING	35	4	60	95	300	208	1
EUH-1	QMARK	MUH	WALL	40	7.5	60	95	650	208	3
EWH-1	QMARK	CWH	WALL	30	0.5	60	95	150	120	1
EWH-2	QMARK	CWH	WALL	30	1	60	95	150	208	1

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FILTER SCHEDULE						
MARK	AIRFLOW (CFM)	FACE AREA (SF)	DEPTH (IN)	APD (IN-WG)	MERV	NOTES
F-1	6,000 CFM	12	2" / 4"	1.5	8 / 14	1-2

FILTER SCHEDULE NOTES:

1. APD REPRESENTS DROP THROUGH BOTH FILTERS AT MID-LIFE PERIOD.
2. FILTER TO SERVE RETURN AIR BYPASS ON AHU-1.

AIR-COOLED CONDENSING UNIT SCHEDULE												
IDENTITY DATA				LOCATION		PERFORMANCE DATA		UNIT DIMENSIONS			ELECTRICAL DATA	
MARK	MANUFACTURER	MODEL	WEIGHT (LBS)	LOCATION	SYSTEM SERVED	CAPACITY (TONS)	REFRIGERANT TYPE	W	L	H	VOLT	PH
DSS-CU-1	LG	LSU120HSV5	80	ON GRADE	DSS-1	1	INVERTER	13"	34"	24"	208	1

DUCTLESS SPLIT UNIT SCHEDULE														
IDENTITY DATA				COOLING / HEATING DATA			DIMENSIONS			ELECTRICAL DATA				NOTES
MARK	MANUFACTURER	MODEL	WEIGHT (LBS)	COOLING CAPACITY (BTU/h)	HEATING CAPACITY (BTU/h)	REFRIG TYPE	H	W	L	VOLTS (V)	PHASE	MCA (A)	MOCP	
DSS-1	LG	LSN120HSV5	25	12,000	13,600	R-410A	1'-1"	8"	2'-6"	208	1	2	15	1-2

AIR COOLED VRV CONDENSING UNIT SCHEDULE														
IDENTITY DATA						REFG. TYPE	COOLING DATA	HEATING DATA	ELECTRICAL DATA				MCA (A)	MOCP (A)
MARK	MANUFACTURER	MODEL	WEIGHT (LBS)	LOCATION	SYSTEM SERVED		TOTAL COOLING (BTUH)	TOTAL HEATING (BTUH)	VOLTS (V)	PHASE				
VRF-CU-1	LG	ARUM384BTE5	700	ON GRADE	AHU-1 COOLING	R-410A	384,000	0	208	3			113.9	150
VRF-CU-2	LG	ARUM384BTE5	700	ON GRADE	AHU-1 COOLING	R-410A	384,000	0	208	3			113.9	150
VRF-CU-3	LG	ARUM072	450	ON GRADE	OFFICES	R-401A	72,000	81,000	208	1			22.6	35

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PUMP SCHEDULE												
IDENTITY DATA					TYPE	FLUID DATA			MOTOR DATA		ELECTRICAL DATA	
MARK	MANUFACTURER	MODEL	SYSTEM SERVED	WEIGHT (LBS)		Fluid Type	FLOW	HEAD (FTH2O)	HP	SPEED	VOLTS (V)	PHASE
BP-1	BELL & GOSSETT	E-90	BOILER	75	CLOSE COUPLED IN-LINE	WATER	40	30	1.5	2830	208	3
BP-2	BELL & GOSSETT	E-90	BOILER	75	CLOSE COUPLED IN-LINE	WATER	40	30	1.5	2830	208	3
HWP-1	BELL & GOSSETT	E-90	SYSTEM LOOP	75	CLOSE COUPLED IN-LINE	WATER	100	65	5	2970	208	3
HWP-2	BELL & GOSSETT	E-90	SYSTEM LOOP	75	CLOSE COUPLED IN-LINE	WATER	100	65	5	2970	208	3

VRV FAN COIL UNIT SCHEDULE																
MARK	IDENTITY DATA			COOLING / HEATING DATA						DIMENSIONS			ELECTRICAL DATA			
	MANUFACTURER	MODEL	WEIGHT (LBS)	NOMINAL COOLING (TONS)	COOLING CAPACITY (BTU/h)	HEATING CAPACITY (BTU/h)	MINIMUM AIRFLOW (CFM)	MAXIMUM AIRFLOW (CFM)	REFRIG TYPE	H	W	L	VOLTS (V)	PHASE	MCA (A)	MOCP (A)
FCU-1	LG	ARNU183BHA4	120	1.6	19,100	21,500	100	800	R-410A	11"	2'-11"	1'-4"	208	1	1	15
FCU-2	LG	ARNU093BHA4	120	0.8	9,600	10,900	100	800	R-410A	11"	2'-11"	1'-4"	208	1	1	15
FCU-3	LG	ARNU183BHA4	120	1.6	19,100	21,500	100	800	R-410A	11"	2'-11"	1'-4"	208	1	1	15
FCU-4	LG	ARNU183BHA4	120	1.6	19,100	21,500	100	800	R-410A	11"	2'-11"	1'-4"	208	1	1	15

BOILER SCHEDULE													
IDENTITY DATA				HEATING DATA			WATER DATA				ELECTRICAL DATA		NOTES
MARK	MANUFACTURER	MODEL	TYPE	INPUT (MBH)	OUTPUT (MBH)	MIN EFF (%)	MAX FLOW (GPM)	WPD (FTH2O)	EWI (°F)	LWT (°F)	VOLTS (V)	PHASE	
B-1	BELL & GOSSETT	FLEXCORE 1000	CONDENSING	1,000	955	95	100	5	120	160	120	1	1-2
B-2	BELL & GOSSETT	FLEXCORE 1000	CONDENSING	1,000	955	95	100	5	120	160	120	1	1-2

DD Controls Tridium Niagara

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