Request for Proposals
Two – Year Standard Maintenance Agreement

Bangor Township Schools
Bay City, MI 48706

Issued By:	Bangor Township Schools 3359 E. Midland Rd Bay City, MI 48706 Attn: Casey Hamel, Finance Director
Proposal Due:	Sealed Bid on May 26th @ 3:00 PM. Please send Sealed Bid to the address above.
Meeting:	Individual Meetings may be scheduled upon request to go over the expectations, details, tasks, and what the maintenance schedules entail completely.

REQUEST FOR PROPOSALS FOR
BOILER REPAIRS & MAINTENACE SERVICES
FOR BANGOR TOWNSHIP SCHOOLS

Purpose:

- We are requesting written proposals from companies who can furnish planned maintenance services on our boilers. These services shall run from July 1, 2026 until June 30, 2028.
- All companies submitting proposals must furnish skilled labor, materials (as noted), tools, equipment necessary to perform the task and all else, reasonably implied, as necessary for the prompt and satisfactory completion of this contract.
- The District reserves the right to reject any or all proposals, or to award the contract to the most qualified vendor.
- The District reserves the right to request clarification of information submitted and to request additional information from firms submitting proposals.
- You are bidding on providing a maintenance service for an average of 700 hours of work per year. This inquires all calls, services, and maintaining the district's entire HVAC system.

Scope of Work:

- **Scheduled Maintenance Service Program**
    - Routine maintenance inspections are performed throughout the year
    - Welding as needed
    - Troubleshooting boilers as needed
    - Fire efficiency testing and adjustments as needed
    - Maintaining water pumps / circulating pumps
- **Emergency Service**
    - Emergency service and repairs are available on a 24-hour basis
- **Replacement Parts**
    - Parts and materials shall be provided as authorized, by a customer representative, and invoiced in the addition to contract price
- I**nspections**
    - This coverage includes operating inspections and periodic maintenance inspections per year as indicated
- **Written Reports**
    - Written reports / work request will be provided in detail to the customer representative of the work being performed or inspection.
- **Preferential service and contract service rate**
    - This contract includes preferential service to the customer over non-contract customers. For work outside the scope of service, the specified contract rate applies. This rate will be provided and broken down in schedule B of the RFP.

Procedures:

- Vendors must provide a detailed description of the various procedures (startup / checkout, annual inspection service, annual maintenance, mid-season running inspection, pumps annual inspection, control system inspection, optimization services, and remote alarming diagnostic services)
- Technician shall lubricate all equipment where needed to permit bearing, gears and all contact wearing points to operate freely without undue wear
- Remote monitoring via controls
- CSD1 inspections on all boilers for the State of Michigan
- HVAC Inspection Report for mid-season run inspections
- Coils on all chillers on roof tops
- Refrigerant service form for any adding or removal of refrigerant per EPA mandate

Terms of the Agreement:

- This agreement shall remain in effect for a period of two (2) years.
- Both parties reserve the right to cancel this agreement, with cancellation in effect thirty (30) days after written notice is received by either party.
- The district has averaged roughly 700 hours a year maintaining the HVAC units that you see in schedule A. This includes all on call services, fixing and updating the Trane Control System, and performing all scheduled maintenance listed in schedule A. This RFP is for all services needed for the 2 year contract. When the district has an issue with its boiler system or any HVAC unit the vendor will be responsible for diagnosing the issue and fixing the problem. This all most occur in a reasonable time that is under the districts discretion our expectations is within (2) hours. Educating our students is our main priority and not having our facilities running at full capacity is a major issue. Failure to report in a timely manner in repeated offenses can result in the termination of the contract.
- Materials and parts are not covered under this agreement. Any parts needed to fix our HVAC system will need to be broken out in a detail invoice so the District can verify the expenditures. Parts that exceed the $250 threshold will need prior approval.
- Any work outside of this contract will need Districts approval before work is performed.

Services to be Rendered:

Schedule A

Central Elementary*

208 State Park Dr. Bay City, MI 48706

Equipment: 2 Aerco Boilers & 1 Trane Chiller, 21 Unitvents, 6- FTR Units, 6 VAV Units

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec
2	Pumps	Annual Inspection	Oct
1	Tridium Control System	Maintenance Inspection	Aug
1	Tridium Control System	System Optimization	On-going
1	Tridium Control System	Remote Alarm/Diagnostics	On-going

Lincoln Elementary*

2771 N. Euclid Ave. Bay City, MI 48706

Equipment: 2 Aerco Boilers & 1 Trane Chiller, 2 Rooftops, 5- FTR, 1 Unitvents

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec
2	Pumps	Annual Inspection	Oct
1	Tridium Control System	Maintenance Inspection	Aug
1	Tridium Control System	System Optimization	On-going
1	Tridium Control System	Remote Alarm/Diagnostics	On-going

West Elementary*

3175 E. Wilder Rd. Bay City, MI 48706

Equipment: 2 Aerco Boilers & 1 Trane Chiller, 3 Rooftops, 15 Unitvents, 5- VAV

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec
2	Pumps	Annual Inspection	Oct
1	Tridium Control System	Maintenance Inspection	Aug
1	Tridium Control System	System Optimization	On-going
1	Tridium Control System	Remote Alarm/Diagnostics	On-going

Christa McAuliffe M.S.

3281 Keisel Rd. Bay City, MI 48706

Equipment: 2 Thermal Solutions & 1 Trane Chiller, 11 RTU, 1 Splitter, 2 AHU, 31 UnitVents, 2-Domestic Hot Water Heaters, 25 Exhaust Fans, 1 Fan Coil Unit

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec
3	Pumps	Annual Inspection	Oct
1	Tridium Control System	Maintenance Inspection	Aug
1	Tridium Control System	System Optimization	On-going
1	Tridium Control System	Remote Alarm/Diagnostics	On-going

John Glenn H.S.

3201 Kiesel Rd. Bay City, MI 48706

Equipment: 4 Thermal Solution Boilers, 2 Trane Chillers, 1 Cooling Tower, 9 RTU, 8 BCU, 7 AHU, 42 Uni-vents, 1 Splitter, 1 Energy Recovery Unit

Quantity	Equipment	Description	Schedule
1	Chilled Water System	Start-up Inspection	Spring
1	Chilled Water System	Comprehensive inspection	Aug
1	Boiler System	Annual Inspection	Oct
4	Boilers	Run Inspection	Dec
6	Pumps	Annual Inspection	Oct
1	Tridium Control System	Maintenance Inspection	Aug
1	Tridium Control System	System Optimization	On-going
1	Tridium Control System	Remote Alarm/Diagnostics	On-going
1	Cooling Tower	Drained / Cleaned/ put down yr.	Yearly
1	Pool Boiler	Inspections	Dec

John Glenn Campus Stadium

3201 Kiesel Rd. Bay City, MI 48706

Equipment: 1 Heat pump, 1 Air Handler, 1 Mini-Split

Quantity	Equipment	Description	Schedule
1	Heat Pump (Concessions)	Annual Inspection	Yearly
1	Air Handler (Concessions)	Annual Inspection	Yearly
1	Mini-Split (Press Box)	Annual Inspection	Yearly

Edison Administration

3359 E. Midland Rd. Bay City, MI 48706

Equipment: 2 Boilers, 8 A/C Units

Quantity	Equipment	Description	Schedule
1	Boiler System	Annual Inspection	Oct
2	Boilers	Run Inspection	Dec
1	Tridium Control System	Maintenance Inspection	Aug
1	Tridium Control System	Maintenance Inspection	Aug
1	Tridium Control System	Remote Alarm/Diagnostics	On-going

- Tridium Control system will need to be updated and maintained for the entire district.

Additional

- 576 Hours Working on the Control Solutions Control System. With rolling hours if not fully used in that month. 8 hours a building rolling if the hours are not used to the next month. They will accumulate for additional jobs that might exceed the 8 hours a month
- 58 Exhaust Fans at John Glenn – Maintenance on these

Required Attachments

Please provide the following:

1. Information requested in Schedule B
2. Familial Relationship Disclosure Form (Attachment A)
3. Iran Sanctions Act Form (Attachment B)

Schedule B:

- Standard Hours
  - _____ / Hour for non-service agreement equipment
    Effective times: Monday through Friday. 8 A.M – 4:30 P.M.

    _____ / Hour for Control Engineering

- Mileage Rate $ _____

- Truck Charge $ _____
  *** One Truck Charge per visit / fixing the same initial problem / or if in district.
  *** 8hrs = 1 truck charge

- List Overtime Rate / Effective Times:

ATTACHMENT A

Bangor Township Schools
Familial Relationship Disclosure Statement

Important: This disclosure statement must be included with your bid as required by state law (Public Act 232 of 2004).

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Bangor Township School District board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. Bangor Township Schools – board, intermediate school board, or board of director shall not accept a bid that does not include this sworn and notarized disclosure statement.

I state that no familial relationship exists between the owner or any employee of the company and any member of the Bangor Township School District board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. If such a relationship exists, please explain:

_____

_____

_____

By: _____
Signature

Title: _____

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, A.D., in and for the County of _____, Michigan.

My commission expires _____.

_____
Signature of Notary

ATTACHMENT B

Affidavit of Bidder
Iran Economic Sanctions Act

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), hereby represents and warrants that it is not an "Iran linked business".

Bidder: _____

By: _____

Its: _____

STATE OF MICHIAN)
) ss.
COUNTY OF _____)

The instrument was acknowledged before me on the ___ day of _____, 20___, by

_____.

_____, Notary Public

My Commission Expires: _____

Acting in the County of: _____