



City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

TO: ALL BIDDERS

FROM: CITY OF CAMBRIDGE

DATE: OCTOBER 5, 2010

RE: HVAC MAINTENANCE & REPAIRS AT VARIOUS LOCATIONS – FILE
NO. 5316

Attached is the Equipment list for the Water Department, revised insurance requirements and revised Price Proposal.

(1) Section 3.02 of the Technical Specifications should read as follows:

All equipment under this contract shall receive on-going preventative maintenance as well as seasonal startups and shutdowns for all central heating and cooling systems. Cooling startups and heating shutdowns must be completed prior to May 15th of each contract year. Heating startups and cooling shutdowns must be completed prior to October 15th of each contract year. Filters of all air handling equipment must be changed quarterly or as needed.

The Contractor is responsible for quarterly preventative maintenance (PM) reports for all equipment under this contract for each building for each City Department. The date and description of each PM item for each building shall be included in the report. These reports shall be sent to the contacts of each City Department as provided in Section 3.11 of the Technical Specifications (See Addendum #1).

(2) The equipment list for the Main Library is as follows:

Air Handlers: (AHU's 1,2,5, 6 & 7) Trane Indoor M-Series Climate Changer AHU 1 and 2 are model number MCCN080. AHU 5 is MCCB050
AHU 6 IS MCCB008, and AHU 7 is MCCB010

Boilers: (B1 &2) Boilers 1 & 2 are Weil-McLain H 1388-WF

Burners: Gas burners are Power Flame CR3-G-25

Chillers: (Ch-1 & 2) Helical Rotary Liquid Chillers are Trane Water Cooled Series R (TM)

Cooling Towers: (CT-1 & 2) are by Baltimore Aircoil company model VTO-155/NX



- (3) The equipment lists for the Sullivan Purification Facility and the Payson Park Gatehouse (Water Department) are attached.
- (4) For Appendices A & B, the size of the West Cambridge Youth Center is 23,760 SF.
- (5) For Appendix A, West Cambridge Youth Center, please note the following:

Unit Tag	Max CFMs	Filter Sizes & Quantities
AHU-2	10,000	4 – 16 x 20 x 2 – 30% Pleated
		4 – 20 x 20 x 2 – 30% Pleated
		4 – 16 x 20 x 12 – 95% Cartridge
		4 – 20 x 20 x 12 – 95% Cartridge
AHU-3	12,000	8 – 20 x 24 x 2 – 30% Pleated
		8 – 20 x 24 x 12 – 95% Cartridge
AHU-4	12,000	8 – 20 x 24 x 2 – 30% Pleated
		8 – 20 x 24 x 12 – 95% Cartridge

All other particulars remain unchanged.



 CYNTHIA H. GRIFFIN
 PURCHASING AGENT

*Equipment List for Cambridge Water Department
250 Fresh Pond Parkway
Cambridge, MA 02138*

- 1 Mcquay Seasonpak Air Cooled Water Chiller Sys.-Type AHR-71/2 thru 110 tons
- 2 28A 12 Smith Boilers
- 65 Alfieri-Proctor Loren Cook Exhaust Fans
- 51 Cabinet Unit Heaters
- 12 HPR Dehumidifiers
- 6 UP Blast Fans
- 14 AHU Units
- 1 Make Up Air Handler
- 1 Air Compressor
- 6 Gas Fired Modine heater
- 1 5-ton Split Unit
- 9 Heating/Cooling Pumps
- 11 Supply Fans (has them there)
- 1 Liebert Challenger Computer Room Unit

Payson Park HVAC Equipment List

- One Williams Forsaire direct vent gas wall furnace Model #550DVI
- Six Chromalox Electric wall hung heaters
- Two Loren Cook exhaust systems Model #12CVB

ARTICLE 8 INSURANCE REQUIREMENTS

8.1. Worker's Compensation.

8.1.1. (*Reference: M.G.L. c.149 §34A*). Before commencing performance of the Contract, the **Contractor** shall provide by insurance for the payment of compensation and the furnishing of other benefits under M.G.L. c. 152 to all persons to be employed under the Contract, and the **Contractor** shall continue such insurance in full force and effect during the term of the Contract. Sufficient proof of compliance with this paragraph must be furnished at the time of execution of this Contract. Failure to provide and continue in force such insurance as aforesaid shall be deemed a material breach of the Contract and shall operate as an immediate termination thereof. No cancellation of such insurance, whether by the insurer or by the insured, shall be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the **City** at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice.

8.2 Additional Insured.

8.2.1. Each policy must list the **City** as an additional insured.

8.3. Insurance Rating.

8.3.1. Any insurance carrier utilized to fulfill the insurance requirements of this Contract shall have a minimum A.M. Best rating of A-X.

8.4. Premiums.

8.4.1. The **Contractor** must provide the required insurance at its own expense.

8.5. Notice of Occurrence.

8.5.1. Notice of occurrence shall be given to the **City Manager, City** of Cambridge, **City Hall**, 795 Massachusetts Avenue, Cambridge, MA 02139 and, at the option of the **Contractor**, any other **City** official permitted by law to receive notice.

8.6. Waiver of Subrogation.

8.6.1. The **Contractor** and all Subcontractors waive subrogation rights against the **City** for all losses.

8.7. Coverage Period.

8.7.1. Each insurance policy must cover the entire contract period.

8.8. Policies and Limits.

8.8.1. The insurance required shall include all major division of coverage and shall be on a comprehensive general basis including Premise and Operations (including X-C-U), Owner's Protective (as a separate policy), Products and Completed Operations, and Owned, Non-owned, Leased, and Hired Motor Vehicles. Such insurance shall be written for not less than any limits of

liability required by law or the following limits, whichever are greater:

Owner's Protective Liability (as a separate policy)		
Each Occurrence		\$1 Million
Aggregate		\$2 Million
Commercial Liability		
General Aggregate		\$2 Million
Products Completed Operations Aggregate		\$1 Million
Personal Injury and Advertising Limit		\$1 Million
Each Occurrence		\$1 Million
Automotive-for all owned, non-owned, hired and leased vehicles		
Combined single limit		\$1 Million
or		
Bodily injury- each person		\$100,000
each accident		\$1 Million
Property damage-each occurrence		\$1 Million
Builder's Risk		\$ _____
Pollution Liability		\$ _____
Umbrella		
Combined single limit		\$1 Million
General aggregate		\$1 Million
Worker's Compensation		
Coverage A	Statutory	
Coverage B	Each Accident	\$100,000
	Disease-Policy limit	\$500,000
	Disease-Each Employee	\$100,000

8.9. Excess Liability Insurance.

8.9.1. The **Contractor** may purchase and maintain excess liability insurance in the umbrella form in order to satisfy the limits of liability required for the insurance to be purchased and maintained in accordance with the requirements set forth above. Any such amounts must be in addition to the umbrella limits required, must list all underlying policies, and must list the **City** as an additional insured. Evidence of such excess liability shall be delivered to the **City** in the same form and manner as the required insurance policies.

8.10. Amendment of Requirements.

8.10.1. The **City** reserves the right, at its sole discretion, to amend the insurance requirements contained herein.

8.11. Occurrence Basis.

8.11.1. All insurance shall be written on an occurrence basis, unless the **City** approves in writing

coverage on a claims-made basis. Coverages whether written on an occurrence or a claims-made basis shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment.

8.12. Certificates of Insurance.

8.12.1. Certificates of Insurance acceptable to the **City** and confirming the insurance coverage required herein are attached to the Contract. The **City** shall have no obligation to execute the Contract and may award the Contract to the next lowest responsible and responsive bidder, if such insurance certificates have not been provided to the **City** within five (5) business days after presentation of the Contract to the **Contractor** for execution.

8.13. Endorsements.

8.13.1. The **Contractor** shall furnish to the **City** copies of any endorsements that are subsequently issued amending limits of coverage.

8.14. Property Insurance.

8.14.1. The **City** does not intend to purchase property insurance covering the Project or the Work. The **Contractor** shall not be required to provide such insurance, but the **Contractor** may, if it so desires, procure property insurance which will protect the interests of the **Contractor**, Subcontractor and Sub-subcontractors in the Work. The **Contractor** understands that such property insurance is solely the **Contractor's** responsibility, and the **Contractor**, its Subcontractors and Sub-subcontractors shall have no claim against the **City** on account of the **City's** failure to provide such property insurance. The **Contractor** shall promptly replace all damaged Work in which it or its Subcontractors and Sub-subcontractors have an insurable interest, and all Work which is stolen, vandalized, or damaged due to the **Contractor's** failure to protect the site as required by Article 5, at no additional cost to the **City**, whether or not the **Contractor** procures property insurance with respect to such Work as hereinabove provided.

PROPOSED CONTRACT PRICE

The Proposed Contract Price shall be calculated as the sum of annual (1) Scheduled Maintenance for all City Buildings, (2) Total Labor Cost, and (3) Materials markup times \$20,000.00.

3) MATERIALS MARKUP (%)

Supplier's actual cost plus _____ % x \$20,000.00 = \$ _____
(i.e., for a materials markup of 10%, multiply \$20,000 x 10% to equal \$2,000.)

PROPOSED CONTRACT PRICE, YEAR ONE \$ _____

PROPOSED CONTRACT PRICE, YEAR TWO \$ _____

PROPOSED CONTRACT PRICE, YEAR THREES _____

TOTAL ,YEARS ONE THROUGH THREE \$ _____*

NAME OF BIDDER: _____

REVISED – 10/5/10