



REQUEST FOR PROPOSALS FOR
BUILDING AUTOMATION SYSTEM REPLACEMENT
ADDENDUM #1
JUNE 13, 2024

BID FORM
FOR
ADDENDUM #1

This bid is for the following project:
Wisconsin Professional Baseball Park District
Building Automation System Replacement
June 5, 2024

This bid is submitted to:
Shannon Schwingle, Project Administrator
414-550-9830
sschwingle@thesigmagroup.com

VIII. UNIT COST – LABOR RATES

Provide a list of positions and associated hourly labor rates for work outside the scope of this RFP or future requested work. Indicate the date the rates are valid through.

Table with 2 columns: Position, Rate / Hour. Includes a section for 'Rates valid through:'.

IX. MAINTENANCE CONTRACT – DDC Preventative Maintenance and Repair Contract. See specification included in Addendum #1 for minimum requirements.

Lump Sum – YEAR 1
Amount \$ Dollars \$
(Words) U.S. Funds (Figures) U.S. Funds

Lump Sum – YEAR 2
Amount \$ Dollars \$
(Words) U.S. Funds (Figures) U.S. Funds

Lump Sum – YEAR 3
Amount \$ Dollars \$
(Words) U.S. Funds (Figures) U.S. Funds



DDC PREVENTIVE MAINTENANCE AND REPAIR CONTRACT REQUIREMENTS

- A. Contractor shall provide Owner a three (3) year DDC Preventive Maintenance and Repair Contract, **a copy of which shall be submitted simultaneously with the Bid Form**. The Preventive Maintenance and Repair Contract **shall begin the first day after the warranty period has ended**.
- B. Systems and components covered by this contract shall include:
 - 1. All new digital, pneumatic and electric controls (including existing sensors being reused) associated with the systems in each corresponding Bid.
 - 2. Operator Workstation(s) including LCD, computer, etc.
 - 3. Laptop Operator Workstation(s)
- C. Proposals shall be on the Contractor's standard form and schedules including:
 - 1. Maintenance schedules or check-off lists for each of the various types of equipment to be supplied. Schedules will give both the servicing tasks and task frequency.
 - 2. Standard Maintenance contract terms and conditions.
- D. Online and On-Site Troubleshooting and Diagnostics
 - 1. Provide toll-free telephone access to factory-trained support personnel, available from a 24 hour per day, 7 day per week customer support center. Personnel shall provide operator guidance for system operation and basic diagnostics.
 - 2. Online support, including all equipment necessary to perform online system remote capability, including modems/VPN, software and setup. Sign-on from a factory-trained technician shall occur within the response window to fix the problem or identify possible causes and recommend appropriate response actions.
 - 3. On-site support shall be provided, within the response window, from a factory-trained technician to address system operational issues if telephone support and online support cannot resolve the problem. Provide documentation of all service performed.
- E. Software Services
 - 1. Provide any and all software and firmware updates developed by the manufacturer during the time this contract is in effect. Updates are for all software and firmware included at the operator workstation(s) and in all DDC and ASC controllers. All relevant system documentation shall be included.
 - 2. Provide periodic backup of all system graphics. Backup shall occur semi-annually.
 - 3. Provide backup of database for each DDC and ASC controller on a quarterly basis. If data is lost for any reason, database can be restored remotely by the local field office within the response window.
 - 4. Provide diagnostics for each DDC and ASC controller on a quarterly basis. Diagnostics shall include reports of failed, alarmed, and overridden points. Reinstate original control strategies. Provide recommendations of new or additional strategies. Implementation of recommendations shall be after authorization by Owner at additional cost.
 - 5. Check trend groups, diagnose programming and make recommendations for system modifications and enhancements. Implementation of recommendations shall be after authorization by Owner at additional cost.
 - 6. Provide technician to evaluate and tune analog control loops semi-annually at the start of the heating season and at the start of the cooling season. Tuning shall provide for adjustment of control loop gain constants, to minimize offset and overshoot, and to optimize control loop response time.



- F. Preventative Maintenance
 - 1. Provide regularly scheduled site visits to inspect system components, replacing any parts if necessary to avoid future failure. Standardized maintenance routines, visual inspections, voltage checks, etc., shall be performed on each piece of equipment. Provide documentation of all services provided.
- G. Corrective Maintenance, Repair and Component Replacement
 - 1. Include cost of all labor and material.
- H. Operator Training
 - 1. Make recommendations for additional training of system operators. Indicate type of training suggested: written texts, video, off-site classroom, on-site classroom, etc.
- I. Response Window and Response Time
 - 1. Response Window
 - a) Normal business hours, 8 am through 5 pm, Monday through Friday, excluding holidays. All times shall be local time observed by the facility.
 - b) Should service be required after hours, the Contractor shall bill at the difference between the prevailing normal rates and overtime rates such that the Contractor shall only be reimbursed for definable increased incremental costs.
 - 2. Online Support Response Time
 - a) Respond via remote access within two (2) hours of request for corrective maintenance during normal business hours.
 - 3. On-Site Support Response Time
 - a) Respond on-site within four (4) hours of request for problems that cannot be resolved with online support during normal business hours.
- J. Service Documentation and Quality Assurance
 - 1. Provide documentation of all service calls, including time, date and brief description of activity. Each PM work order will include inspection date, individual to report to, equipment identification, equipment location, work to be performed, and any special instructions.
 - 2. On a quarterly basis, meet with owner representative to review Contractor's performance, system performance and building performance. Make recommendations for control sequence optimization, fine tuning of programming, system expansion and training.

END OF SECTION