



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

SWORWIB HVAC Preventative Maintenance and Repair

The Southwest Ohio Region Workforce Investment Board is requesting HVAC preventative maintenance and repair proposals for Ohio Means Jobs at 1916 Central Parkway, Cincinnati, Ohio 45214. The facility is three floors/15,000 per floor, approximately 45,000 total with both carpet and tile floors.

Proposals will be accepted at The Southwest Ohio Region Workforce Investment Board, Attn: Tammy Nared, Great Oaks – Instructional Resource Center Room 102, 100 Scarlet Oaks Drive, Cincinnati, Ohio 45241 until 11:00 AM EST on Tuesday September 15, 2015. Proposals shall include a fixed annual fee for performing all preventative maintenance, an hourly rate for repairs and a material mark-up percentage for replacement parts. Contracts are planned for a 3+1+1 renewal schedule.

A pre-bid meeting and building tour will be held at the Ohio Means Jobs, 1916 Central Pkwy, Cincinnati, Ohio 45214 at 11:00 AM on Thursday September 3, 2015. Attendance recommended.

SWORWIB reserves the right to accept or reject any and all bids. Cost incurred developing proposals and any subsequent discussions prior to execution of a written contract are to be borne by the Bidder and will not be reimbursed by SWORWIB under any circumstances. Only the selected bidder will be contacted.



HVAC Specifications for
The Southwest Ohio Region Workforce Investment Board
1916 Central Parkway
Cincinnati, OH 45214

Preventative Maintenance

- Routine and Preventative Maintenance, as specified by the equipment manufacturer, shall be performed during normal business hours of Ohio Means Jobs, 1916 Central Pkwy, Cincinnati, Ohio 45214.
- If contractor believes the manufacturers recommended preventative maintenance standards should be adjusted, the contractor shall submit a proposed preventative maintenance plan consistent with industry standards to SWORWIB for approval.
- All filters and belts shall be included in the fixed annual fee.
- All material, supplies, chemicals, lubricants, coil cleaners, ladders and diagnostic equipment required to perform preventative maintenance shall be included in the fixed annual fee.

Repairs

- Technicians shall respond within 2 hours of any repair service call.
- Any necessary repair found during preventative maintenance requires SWORWIB approval before the repair is performed.
- Proposals shall include labor rates for repairs and material mark-up percentage for replacement parts.

Technician will provide a written report for all preventative maintenance and repair service.



Exhibit B

	SWORWIB HVAC Preventative Maintenance and Repair				
	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Preventative Maintenance					
Hourly Labor Rate - Repairs					
Overtime Labor Rate - Repairs					
Replacement Parts Mark-Up	%				