State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER	PAGE
GSD126454	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL
304-558-2596

VENDOR
RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
BUILDING 36
ONE DAVIS SQUARE
CHARLESTON, WV
25301 304-558-3517

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
03/21/2012				

BID OPENING DATE: 04/19/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		031-13		

BUILDING 36 COOLING TOWER ANNUAL MAINTEANANCE

REQUEST FOR QUOTATION
(RFQ)
CONSTRUCTION

THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH ALL LABOR MATERIALS, SUPPLIES, AND EQUIPMENT FOR HEATING, VENTILATION, ND AIR CONDITIONS (HVAC) SERVICE AND ANNUAL MAINTENANCE IN BUILDING 36 LOCATED AT ONE DAVIS SQUARE IN CHARLESTON, WEST VIRGINA PER THE ATTACHED SPECIFICATIONS.

A MANDATORY PRE-BID WILL BE HELD ON 04/03/12 AT 09:00 AT ONE DAVIS SQARE IN CHARLESTON, WEST VIRGINIA. VENDORS ARE ASKED TO ASSEMBLE IN THE LOBBY OF THE INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.

AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE

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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.

2. The State may accept or reject in part, or in whole, any bid.

3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required $125 fee.

4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.

5. Payment may only be made after the delivery and acceptance of goods or services.

6. Interest may be paid for late payment in accordance with the ***West Virginia Code***.

7. Vendor preference will be granted upon written request in accordance with the ***West Virginia Code***.

8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.

10. The laws of the State of West Virginia and the ***Legislative Rules*** of the Purchasing Division shall govern the purchasing process.

11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.

12. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.

13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at **www.state.wv.us/admin/purchase/vrc/hipaa.html** and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

14. CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf.

15. LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

16. ANTITRUST: In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.

2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.

3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.

4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

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THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUD THEIR E-MAIL ADDRESS AND FAX NUMBER.

ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.

TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.

DEADLINE FOR ALL TECHNICAL QUESTIONS IS 04/06/2012 AT THE CLOSE OF BUSINESS.

ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.

VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEE THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RFQ SPECIFICATIONS BY AN OFFICIAL WRITTEN ADDENDUM BY PURCHASING IS BINDING.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN REJECTION OF THE BID. THE STATE BUYER LISTED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.

ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.

EXHIBIT 5

WEST VIRGINIA CODE 21-1D-5 PROVIDES THAT: ANY SOLICITATION FOR A PUBLIC IMPROVEMENT CONSTRUCTION CONTRACT REQUIRES EACH VENDOR THAT SUBMITS A BID FOR THE WORK TO SUBMIT AT THE SAME TIME AN AFFIDAVIT OF COMPLIANCE WITH THE BID. THE ENCLOSED DRUG-FREE WORKPLACE AFFIDAVIT MUST BE SIGNED AND SUBMITTED WITH THE BID AS EVIDENCE OF THE VENDOR'S COMPLIANCE WITH THE PROVISIONS OF ARTICLE 1D, CHAPTER 21 OF THE WEST VIRGINIA CODE. FAILURE TO SUBMIT THE SIGNED DRUG-FREE WORKPLACE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF SUCH BID.

NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN (60) CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. THE AGENCY WILL ISSUE A WRITTEN NOTICE TO PROCEED TO THE SUCCESSFUL VENDORS. (SEE INSTRUCTIONS TO BIDDERS FOR SUBSTANTIAL AND FINAL COMPLETION TIMES)

CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE

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RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.

WAGE RATES: THE CONTRACTOR OR SUBCONTRACTOR SHALL PAY THE HIGHER OF THE U.S. DEPARTMENT OF LABOR MINIMUM WAGE RATES AS ESTABLISHED FOR KANAWHA COUNTY, PURSUANT TO WEST VIRGINIA CODE 21-5A, ET, SEQ. (PREVAILING WAGE RATES APPLY TO THIS PROJECT)

ARBITRATION: ANY REFERENCES MADE TO ARBITRATION OR INTEREST FOR PAYMENTS DUE (EXCEPT FOR ANY INTEREST REQUIRED BY STATE LAW) CONTAINED IN THIS CONTRACT OR IN ANY AMERICAN INSTITUTE OF ARCHITECTS DOCUMENTS PERTAINING TO THIS CONTRACT ARE HEREBY DELETED.

WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.

ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT OF THIS CONTRACT:

(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS $1,000,000.00.

( ) BUILDERS RISK INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF BUILDERS RISK - ALL RISK INSURANCE IN AN AMOUNT EQUAL TO 100% OF THE AMOUNT OF THE CONTRACT.

(XX) BONDS: FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL B

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SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL BIDDER SHALL ALSO FURNISH A PERFORMANCE BOND AND LABOR/ MATERIAL BOND FOR 100% OF THE AMOUNT OF THE CONTRACT. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN TH STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ALLOWED FOR PROJECTS UNDER $100,000. PERSONAL OR BUSINESS CHECKS ARE NOT ACCECPTABLE IN LIEU OF THE 5% BID BOND, PERFORMANCE BOND, OR LABOR AND MATERIAL BOND.

( ) MAINTENANCE BOND: A TWO (2) YEAR MAINTENANCE BOND COVERING THE ROOFING SYSTEM WILL BE A REQUIREMENT OF THE SUCCESSFUL VENDOR.

REV. 11/00

EXHIBIT 7

DOMESTIC ALUMINUM, GLASS & STEEL IN PUBLIC WORKS PROJECTS

IN ACCORDANCE WITH WEST VIRGINIA CODE 5-19-1 ET., SEQ., EVERY CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REPAIR, IMPROVEMENT OR MAINTENANCE OF PUBLIC WORKS, WHERE THE COST IS MORE THAN $50,000 AND, IN THE CASE OF STEEL ONLY, WHERE THE COST OF STEEL IS MORE THAN $50,000 OR WHERE MORE THAN 10,000 POUNDS OF STEEL ARE REQUIRED, THE STATE WILL ACCEPT ONLY ALUMINUM GLASS, OR STEEL PRODUCTS PRODUCED IN THE UNITED STATES. IN ADDITION, ITEMS OF MACHINERY OR EQUIPMENT PURCHASED FOR USE AT THE SITE OF PUBLIC WORKS SHALL BE MADE OF DOMESTIC ALUMINUM, GLASS OR STEEL, UNLESS THE COST OF THE PRODUCT IS LESS THAN $50,000 OR LESS THAN 10,000

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POUNDS OF STEEL ARE USED IN PUBLIC WORKS PROJECTS.

FOREIGN MADE ALUMINUM, GLASS OR STEEL PRODUCTS MAY BE ACCEPTED ONLY IF THE COST OF DOMESTIC PRODUCTS IS FOUND TO BE UNREASONABLE. SUCH COST IS UNREASONABLE IF IT IS 20% OR MORE HIGHER THAN THE BID PRICE FOR FOREIGN MADE PRODUCTS. IF THE DOMESTIC ALUMINUM, GLASS OR STEEL PRODUCTS TO BE SUPPLIED OR PRODUCED IN A "SUBSTANTIAL LABOR SURPLUS AREA", AS DEFINED BY THE UNITED STATES DEPARTMENT OF LABOR, FOREIGN PRODUCTS MAY BE SUPPLIED ONLY IF DOMESTIC PRODUCTS ARE 30% OR MORE HIGHER IN PRICE THAN THE FOREIGN MADE PRODUCTS.

IF, PRIOR TO THE AWARD OF A CONTRACT UNDER THE ABOVE PROVISIONS, THE SPENDING OFFICER OF THE SPENDING UNIT DETERMINES THAT THERE EXISTS A BID FOR LIKE FOREIGN ALUMINUM, GLASS OR STEEL THAT IS REASONABLE AND LOWER THAN THE LOWEST BID DOMESTIC PRODUCTS, THE SPENDING OFFICE MAY REQUEST, IN WRITING, A REEVALUATION AND REDUCTION IN THE LOWEST BID FOR SUCH DOMESTIC PRODUCTS. ALL VENDORS MUST INDICATE IN THEIR BID IF THEY ARE SUPPLYING FOREIGN ALUMINUM, GLASS OR STEEL.

REV. 3/88

EXHIBIT 9

NOTICE FOR ISSUANCE & ACKNOWLEDGEMENT OF CONSTRUCTION PROJECT ADDENDA

THE ARCHITECT/ENGINEER AND/OR AGENCY SHALL BE REQUIRED TO ABIDE BY THE FOLLOWING SCHEDULE IN ISSUING CONSTRUCTION PROJECT ADDENDA FOR STATE AGENCIES:

(1) THE ARCHITECT/ENGINEER SHALL PREPARE THE ADDENDUM

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AND A LIST OF ALL PARTIES THAT HAVE PROCURED DRAWINGS AND SPECIFICATIONS FOR THE PROJECT. THE ADDENDUM AND LIST SHALL BE FORWARDED TO THE BUYER IN THE STATE PURCHASING DIVISION. THE ARCHITECT/ENGINEER SHALL ALSO SEND A COPY OF THE ADDENDUM TO THE STATE AGENCY FOR WHICH THE CONTRACT IS ISSUED.

(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.

(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS THAT APPLY TO THE ORIGINAL BIDDING DOCUMENT SHALL ALSO APPLY TO AN ADDENDUM DOCUMENT. THE ONLY EXCEPTION MAY BE FOR AN ADDENDUM THAT IS ISSUED FOR THE SOLE PURPOSE OF CHANGING A BID OPENING TIME AND/OR DATE.

REV. 11/96

EXHIBIT 10

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NOS.:

NO. 1 .....

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NO. 2 .....

NO. 3 .....

NO. 4 .....

NO. 5 .....

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.

VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

.....SIGNATURE

.....COMPANY

.....DATE

REV. 11/96

CONTRACTORS LICENSE

WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APPLICATIONS FOR A CONTRACTORS LICENSE MAY B

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MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.

WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.

BIDDER TO COMPLETE:

CONTRACTORS NAME: .....

CONTRACTORS LICENSE NO.: .....

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT

APPLICABLE LAW

THE WEST VIRGINIA STATE CODE, PURCHASING DIVISION RULES AND REGULATIONS, AND THE INFORMATION PROVIDED IN THE "REQUEST FOR QUOTATION" ISSUED BY THE PURCHASING DIVISION IS THE SOLE AUTHORITY GOVERNING THIS PROCUREMENT.

ANY INFORMATION PROVIDED IN SPECIFICATION MANUALS, OR ANY OTHER SOURCE, VERBAL OR WRITTEN, WHICH CONTRADICTS OR ALTERS THE INFORMATION PROVIDED FROM THE SOURCES AS DESCRIBED IN THE ABOVE PARAGRAPH IS VOID AND OF NO EFFECT.

BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.

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2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER	PAGE
GSD126454	10

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL
304-558-2596

VENDOR
RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
BUILDING 36
ONE DAVIS SQUARE
CHARLESTON, WV
25301 304-558-3517

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/21/2012				

BID OPENING DATE: 04/19/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

REV. 5/2009

NOTICE

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
BUILDING 15
2019 WASHINGTON STREET, EAST
CHARLESTON, WV 25305-0130

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

BUYER: KRISTA FERRELL-FILE 21

REQ. NO.: GSD126454

BID OPENING DATE: 04/19/2012

BID OPENING TIME: 1:30 PM

PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:

PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER	PAGE
GSD126454	11

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL
304-558-2596

VENDOR
RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
BUILDING 36
ONE DAVIS SQUARE
CHARLESTON, WV
25301 304-558-3517

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/21/2012				

BID OPENING DATE: 04/19/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

****** THIS IS THE END OF RFQ GSD126454 ****** TOTAL:

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

REQUEST FOR QUOTATIONS
GSD126454
Building 36 HVAC Cooling Tower Service
Charleston, West Virginia

Location: West Virginia State Office Building 36
321 Capitol Street
Charleston, West Virginia 25301

For: State of West Virginia
General Services Division
1900 Kanawha Blvd. East
Charleston, West Virginia 25305

All inquiries for specification clarification shall be addressed to:

Krista Ferrell, Buyer Supervisor
Purchasing Division
P. O. Box 50130
Charleston, West Virginia 25305-0130
Telephone: (304) 558-2596
Fax: (304) 558-4115
Krista.S.Ferrell@wv.gov

The Acquisition and Contract Administration Section of the Purchasing Division "State" for the West Virginia General Services Division is soliciting quotations to provide HVAC services as specified in the attached documents in Building 36 located at One Davis Square and Washington Street in Charleston, West Virginia. This document is intended to supplement information provided in the standard "Request for Quotation" and "General Terms and Conditions" issued by the Purchasing Division for this project. Vendors should carefully review all documents.

Mandatory Pre-Bid Meeting:

A mandatory pre-bid conference will be held on April 03/2012 at 9:00 am. Contractors attending the meeting shall assemble in the lobby of Building 36. No parking is provided for attendees by the Agency. See Purchasing Division Request for Quotation for additional information.

Scope of Work:

Tower model number: BAC VXT-N215CR
Tower serial number: 87-100023

The work consists of completing the provided required service schedule under the "start-up" checklist (last page of Attachment B) to clean and service the building's cooling tower per manufacturer specifications. Unit must be serviced with parts that are

compatible with current equipment and must integrate seamlessly as required to complete service schedule and perform corrective repair where necessary in order to return the tower to normal operating service. Contractor will also format new monitoring graphics and sensors for water level, temperature and pressure into updated graphics and integrate into the TRACER HVAC Management System. There are currently no sensors or data available for tower monitoring. Updated graphics of the new sensors shall include any required service updates to the 8 supervisory and local management TRACER terminals located in the Chiller Plant, Building 11. All connections will be tested for function and control capability before being accepted by owner.

The work schedule shall be reviewed and approved by the Agency Project Manager prior to commencement of the work. The Contractor shall coordinate the schedule around the Agency's work requirements.

Contractor shall furnish all materials, labor, and equipment necessary to complete all work as indicated by these specifications. The intent is that the completed work returns unit to full operating and control monitoring mode. Contractor shall furnish any incidental work, materials, labor and equipment that are necessary to complete the work, even if such incidental work is not explicitly included in the contract documents.

Any equipment or material contracted for prior to receipt of the signed purchase order and written Notice to Proceed letter shall be at the Bidder's risk.

Documents:

This Request for Quotations also incorporates the attached documents:

1. The WV Purchasing Division "Request for Quotation" and "General Terms and Conditions".

2. Attachment A: Bid Form

3. Attachment B: Service Manual

Contract Period:

The Contract shall be completed within SIXTY **(60)** calendar days from the issuance of the written Notice to Proceed. In accordance with the West Virginia State Code 5A-3-4(8), vendor agrees that liquidated damages shall be imposed at the rate of $250.00 per day for failure to complete the project within the contract period. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other additional remedy to which the State or Agency may have legal cause for action including further damages against the vendor.

Reference Requirement:

Bidders shall supply, at least three references indicating their capabilities to perform such work. References should include the name, location, and HVAC system used in the building in addition to the name, address and telephone number of a contact person with the building's owner familiar with the work.

Qualifications:

The Contractor shall have the minimum qualifications outlined below to perform the services specified under this Contract. The Contractor shall provide the Agency all documentation of the qualifications in line 1 prior to award (see Bid Form and Section labeled "Reference Requirement" above).

Work under this Contract may only be performed by a mechanic who has first provided documentation of certifications and or licensure for the following:

1. Electricians- WV Master Electricians License
2. Plumbers- WV Master Plumbers License
3. HVAC- EPA 608 Certification and Apprentice Certification or Completion of HVAC Vocational Program prior to January 1, 2006

Definitions:

A. The "Agency" shall be defined as The Department of Administration, General Services Division, State Capitol Complex, Building 1, Room MB-60, Charleston, West Virginia 25305.

B. "Contractor" shall be defined as the successful bidder or vendor.

C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Contractor to provide the services as herein specified.

D. "Agency Representative" shall be defined as the person designated by the Director of the General Services Division as having authority to act on behalf of the General Services Division.

E. "Corrective Repair" shall be defined as repair work performed to correct a malfunction or failure in an HVAC system.

F. "Holidays" shall be defined as days designated by W.Va. Code §2-2-1 as legal holidays (i.e. new Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Lincoln's Day, Election Days, and Christmas Day).

G. "Testing" shall be defined as a function test upon the completion of ordered services to ensure equipment is returned to normal operating mode or to determine if additional repairs are required.

Payment:

Invoices shall be submitted for payment (in arrears) and must include the following information:

1. Invoice must include invoice date, service dates, FEIN number, complete address of vendor and Master Contract number.

2. Invoices shall be mailed to the following address:

   General Services Division
   1900 Kanawha Blvd. E.
   Building 1, Room MB-68
   Attn: Business Manager
   Charleston, WV 25305

All work shall be inspected and approved prior to payment.

Supplementary General Conditions:

A. The qualified Contractor shall satisfactorily perform all specified work outlined in the Scope of Work and further described in the drawings, specifications or other attachments. Authorization to perform the work described herein must be approved in writing by issuance of the Notice to Proceed and signed by the Agency Representative.

B. The Contractor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State, or municipal, along with all regulations, and ordinances of any regulating body.

C. The relationship of the Contractor to the Owner shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Contract. The Contractor as an independent contractor is solely liable for the acts and omissions of its employees and agents. The Contractor will be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this contract. Neither the Contractor nor any employees or sub-contractors of the Contractor will be deemed to be employees for the State for any purposes whatsoever. The wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred obligations, and licensing fees, etc., and the filing of all necessary documents, forms and returns pertinent to all of the foregoing are the Contractor's responsibility.

D. The Contractor will hold harmless the State, and must provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns. The Contractor will not assign, convey, transfer, sub-contract, or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

E. Indemnification: The Contractor agrees to indemnify, defend, and hold harmless the State and the Owner, their officers, and employees from and against (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Contractor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; (3) Any failure of the Contractor, its officers, employees or sub-contractors to observe State and Federal laws, including but not limited to labor and wage laws.

F. This contract will be governed by the laws of the State of West Virginia. The Contractor further agrees to comply with the Civil Rights Act of 1964 and all other applicable Federal, State, and local Government regulations.

H. The Contractor will pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this Contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the Contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this Contract.

I. Contractor will be responsible for parts and materials as follows:

1) The Contractor will supply all tools, tool accessories, personal safety equipment, and supplies necessary to execute the responsibilities of this Contract. Contractor will be responsible for the removal and disposal of all waste and debris from Owner's property as a result of performing this contract.

2) Contractor will be responsible for all mileage and travel costs, including travel time, associated with the performance of this contract.

3) Unless greater warranties are specified elsewhere in this RFQ, the Contractor shall include a minimum one (1) year labor and materials warranty on all work performed.

J. Any work to be performed to successfully execute the terms of this Contract by a third party or sub-contractor must be pre-approved by the Owner or their Representative or Designee. All such work, after Owners approval, will remain the sole responsibility of the successful bidder/Contractor with regard to all labor, materials, fees associated with the sub-contracting and any/all associated responsibilities. Under no circumstances will the Contractor transfer responsibility for any work as described herein by a third party or sub-contractor.

Bonds and Insurance:

Refer to Purchasing Division's 'Request for Quotation' for requirements on bonding; insurance; wage rates; "Foreign made aluminum, glass and steel in Public Works Projects", and other project requirements.

General Requirements:

Submittals: N/A

Project Closeout:

1. Final cleanup shall be completed prior to final acceptance.
2. Submit warranty documents to Agency Project Manager.
3. Perform final inspection with the Agency Project Manager.

Final Inspection:

The Final Inspection will be conducted by a Project Manager from the Agency. Work found to be in accordance with the Contract Documents will be accepted as complete for final acceptance. Unacceptable work, or work not in accordance with the Contract Documents shall be removed, replaced, changed or cleaned as required to meet requirements of Contract Documents prior to final acceptance. Final Acceptance does not waive or release Contractor to conform to the Contract Documents.

Final payment shall not be made until all work is finally accepted.

Limits of Work:

Work areas will be limited to those spaces required for access to the building.

Some interior space may be utilized for temporary (overnight) storage of equipment and tools. Coordinate storage needs with the Agency Project Manager.

Agency facilities shall remain in use during this contract. Contractor shall work with the Building Manager and Protective Services to coordinate the temporary access to work areas and otherwise provide for the Contractor needs to complete work. Contractor shall minimize disruption to building work areas and loading dock access.

Use of Facilities:

Contractor shall be permitted reasonable use of building utilities including power, water and sanitary sewage disposal as required for conducting the work. Contractor shall coordinate the location of service connections or use of receptacles with the Building Manager to avoid overloading existing circuits.

Contractor Schedule:

The Contractor shall provide the Agency Project Manager with an overall project schedule within seventy-two (72) hours of Award of the Contract. The proposed project schedule shall indicate areas to be worked. Where coordination or disruption of office workspaces or occupants may be required, provide at least one week's advance notice prior to conducting work in those areas. Contractor shall adhere to schedule provided and coordinate through the Agency Project Manager.

Waste Removal:

The Contractor shall be required to leave the work area clean upon completion of work daily. Contractor shall make arrangements for the collection and disposal of Contractor's waste and construction related debris. Debris shall be removed on a daily basis.

Contractor Visitor Badges:

Contractor shall provide a list of all personnel working on this project within the Building. This list shall include a copy of a valid driver's license or other legal identification and include date of birth and cell phone number. All proposed workers may be subjected to a criminal history / driver's license background check prior to being permitted to work in state buildings. Workers shall carry valid Contractor Photo ID Badges to be worn when working in the building. Under no circumstances shall a worker be assigned to this project without the validation first being submitted to the General Services Division and approval given.

Work Restrictions:

Work shall be generally performed inside the existing building between normal business hours of 7:00 am to 5:00 pm, Monday through Friday, except state recognized holidays. Weekends may be permitted when pre-arranged with the Agency Project Manager.

This is a non-smoking building. Smoking is not permitted within the building or near entrances, operable windows or outdoor air intakes.

Parking:

No parking is available on the project site. Parking in non-designated areas is not permitted. Parking is the responsibility of the contractor. With prior approval, contractor's vehicles may be brought on-site for loading & unloading or to provide equipment necessary for conducting the work.

Use of loading dock areas or sidewalk areas for parking is strictly prohibited.

Building Access:

The building is available from 7:00 am to 5:00 pm. Extended work hours or schedules may be arranged if acceptable and approved by the agency. This building is a secure location. Access to the building shall be coordinated with the Owner. Contractor shall not leave open doors unattended and shall close doors when not in use.

Codes:

All work is to be performed in compliance with applicable Federal and State codes including but not limited to the International Building Code, International Mechanical Code, Life Safety Code, NEC, OSHA,UL, ANSI, ASME and related standards.

Safety:

All applicable local safety and OSHA rules and guidelines shall be met by the Contractor. Work shall be subject to verification and inspection by GSD Safety representatives. Such verification shall not relieve the Contractor from meeting all applicable safety regulations and inspection by other agencies.

Notify Owner if suspected hazardous materials are encountered. Any areas requiring abatement will be provided by the GSD under separate contract.

Hot Work Permit:

Contractor shall obtain Owner's permission prior to performing any work that requires an open flame, creates sparks, use's equipment that creates combustible temperatures, or performs any work that could result in a fire hazard. Owner will review work area and issue a 'Hot Work Permit' prior to Contractor commencing work. Note that the Contractor must take proper precautions and may be required to provide a Fire Watch as a condition of the permit.

Workmanship:

Contractor shall complete all work in a neat and workmanlike manner. All work shall be done using new materials in a manner that meets commercial quality standards. Work shall be neat, true, plumb and square, as applicable. Contractor shall verify all dimensions.

Warranty:

A one year warranty on labor and materials or the manufacturer's warranty, whichever is greater, are required.

State of West Virginia
Department of Administration

General Services Division
GSD126454 Bldg 36 Cooling Tower
Annual Service

GSD126454 Attachment A: Bid Form

Bidder's Company Name: _____

Bidder's Address: _____

_____

Remittance Address: _____
(if different)

_____

Phone Number: _____

Fax Number: _____

Email Address: _____

WV Contractor's License Number: _____

We, the undersigned, having examined the site and being familiar with the local conditions affecting the cost of the work and also being familiar with the general conditions to bidders, drawings, and specifications, hereby propose to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding Documents.

TOTAL CONTRACT BID (Total to be written in words and numbers)

_____

($_____)

State of West Virginia
Department of Administration

General Services Division
GSD126454 Bldg 36 Cooling Tower
Annual Service

References

Reference Name: _____
Position: _____
Address: _____
Telephone Number: _____
Project Name: _____
Project Description: _____

Reference Name: _____
Position: _____
Address: _____
Telephone Number: _____
Project Name: _____
Project Description: _____

Reference Name: _____
Position: _____
Address: _____
Telephone Number: _____
Project Name: _____
Project Description: _____

Attachment B: Instruction Manual

OPERATING AND MAINTENANCE INSTRUCTIONS

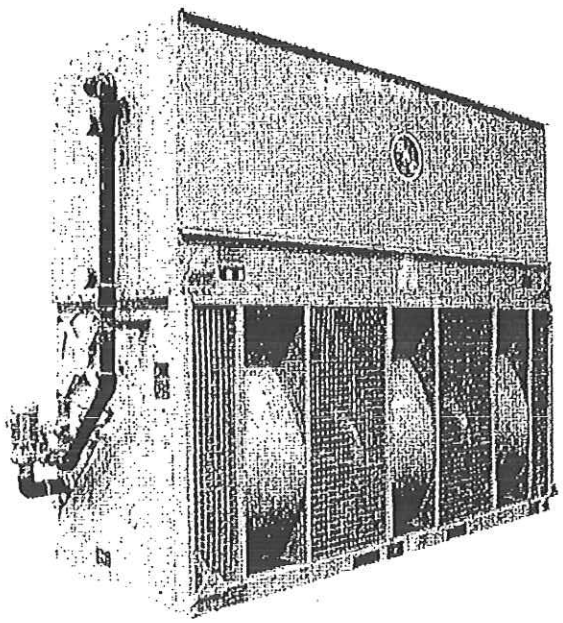
VXT Cooling Towers
VXI Closed Circuit Cooling Towers
VXC Evaporative Condensers

Baltimore Aircoil Company equipment needs to be properly installed, operated and maintained. Documentation of the equipment used, including a drawing, technical data sheet and this manual should be kept on record. To achieve long, trouble-free and safe operation, it is necessary to establish an operating plan including a programme of regular inspection, monitoring and maintenance. All inspections, maintenance and monitoring actions should be recorded in a cooling system logbook. The operating and maintenance instructions published here can be used as a guide to achieve these goals.

In addition to establishing the operating plan and the cooling system logbook it is recommended to conduct a cooling system risk analysis, preferably by an independent third party.

For the cooling system, scale, corrosion and biological control must be established and initiated when the system is first filled with water and administered on a regular basis thereafter in accordance with recognized Codes of Practice, (such as EUROVENT 9 - 5/6, ACOP HSC L8, Guide des bonnes pratiques, Legionella et tours aéroréfrigérantes, etc.). Water sampling, test results and corrective actions should be recorded in the cooling system logbook.

For more specific recommendations on keeping your cooling system efficient and safe, contact your local BAC Baltlcare representative.



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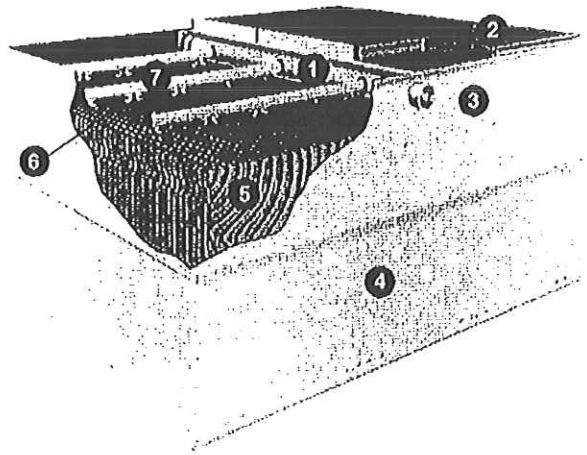
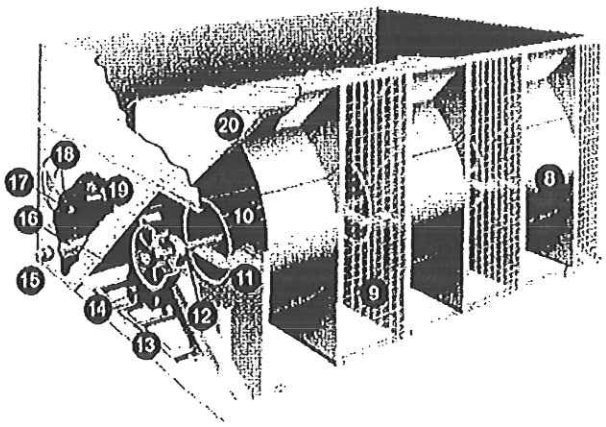
VXT Cooling Towers

HEAT TRANSFER CASING SECTION



1. Spray Header
2. High Efficiency Drift Eliminators
3. Water Inlet Connection
4. Casing
5. Wet Deck Surface
6. Spray Nozzles
7. Spray Branches

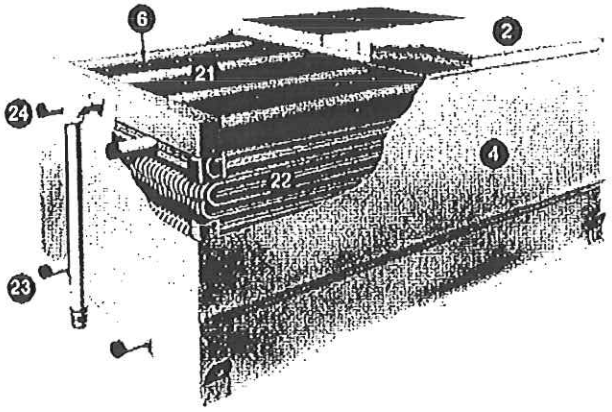
PAN SECTION



8. Fan Housing
9. Fan Screen
10. Fans
11. Air Inlet Vanes
12. Fan Shaft & Bearings
13. Motor Base Adjusting Screw
14. Fan Motor & Drive
15. Water Outlet Connection
16. Strainer
17. Adjustable Float
18. Mansize Access Door
19. Water Make-up Valve
20. Fan Discharge Cowls

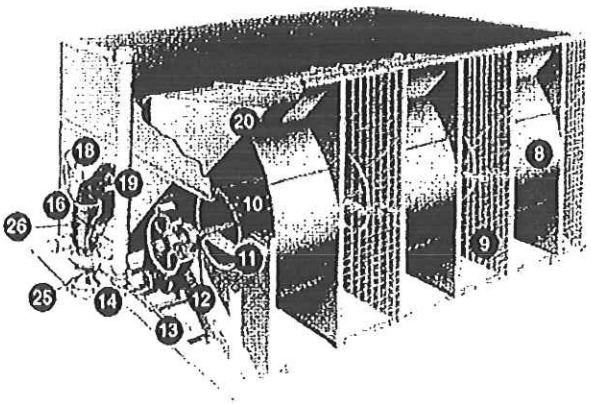
VXI Closed Circuit Cooling Towers - VXC Condensers

HEAT TRANSFER COIL SECTION



21. Water Distribution Section
22. Coil
23. Coil Outlet Connection
24. Coil Inlet Connection

PAN SECTION



25. Water Bleed Line
26. Spray Water Pump

Operating Conditions

BAC cooling equipment is designed for the operating conditions specified below, which must not be exceeded during operation.
Wind Load: For safe operation of unshielded equipment exposed to wind speeds above 120 km/h installed at a height above 30 m from the ground contact your local BAC-Baltlcare representative.
Seismic Risk: For safe operation of equipment installed in moderate and high hazard area's contact your local BAC Baltlcare representative.
Standard electrical motors are suitable for an ambiant temperature range from -25°C to +40°C.

CLOSED CIRCUIT COOLING TOWERS (VXI)

Design pressure : max. 10 bar
Fluid inlet temperature : max. 82°C
Fluid outlet temperature : min. 10°C
Fluids circulated through the inside of the coils must be compatible with the coil construction material, ie.

- black steel, for hot dip galvanized coils
- stainless steel AISI 304L or 316L (options)
- galvanized steel for cleanable coil (option)

Maximum spray pressure : 14 kPa (if pump(s) are installed by others, it is recommended to install a pressure gauge at the inlet of the water distribution system.

EVAPORATIVE CONDENSERS (VXC)

Design pressure : 23 bar (std.) or 28 bar (option) according to PED
Refrigerant inlet temperature : max. 120°C
Refrigerant outlet temperature : min. - 20°C
Suitable refrigerants : R-717, Halocarbon Refrigerants, HFC`s.
Standard condenser coils are manufactured from black steel and hot dip galvanised after fabrication and may contain certain contaminants, such as carbon, iron oxyde or welding particles. The interior condition of the coil, including humid air must be considered, when using halocarbon (or HFC) refrigerants and sensitive system components, such as electronic expansion devices or semi hermetic compressors. The installer must take the necessary precautions on site to safeguard the operation of these components in conjunction with the condenser coils.
Maximum spray pressure : 14 kPa (if pump(s) are installed by others, it is recommended to install a pressure gauge at the inlet of the water distribution system.)
At ambient temperatures above 40°C ensure spray water pump remains running, even if condenser is idle. This prevents unwanted discharge of refrigerant through safety valves (by others).

Note: Stand-by pump arrangements for evaporative fluid coolers and condensers require alternating operation of each pump at least twice per week to avoid stagnant water conditions and bacteriological growth.

Purge Requirements

The installer of BAC condensers must ensure proper system purging of air prior to operation. Entrained air can obstruct free drainage of refrigerant and reduce condensing capacity, resulting in higher operating pressures than design. To verify absence of non condensables in the system, follow the instructions in the BAC Application Handbook – EU Edition, Section "Condenser Engineering Guidelines".
Refrigerant connections on site :
All connections in the external refrigerant pipe work (installed by others) must be leak free and tested accordingly.

COOLING TOWERS (VXT)

Maximum inlet pressure : 0.5 bar
Water inlet temperature : max. 55°C (std. fill) or 65°C (high temperature option)
Water outlet temperature : min. 5°C
For circulating water quality compatible with construction materials refer to section 'WATER CARE' on page 5.

Note: Actual spray pressure is indicated on technical data sheet supplied with order acknowledgement.

Connecting Pipework

All piping external to BAC cooling equipment must be supported separately. In case the equipment is installed on vibration rails or springs, the piping must contain compensators to eliminate vibrations carried through the external pipework.

Safety Precautions

All electrical, mechanical and rotating machinery constitute a potential hazard, particularly for those not familiar with its design, construction and operation. Accordingly, adequate safeguards (including use of protective enclosures where necessary) should be taken with this equipment both to safeguard the public (including minors) from injury and to prevent damage to the equipment, its associated system and the premises.
If there is doubt about safe and proper rigging, installation, operation or maintenance procedures, contact the equipment manufacturer or his representative for advise.
When working on operating equipment, be aware that some parts may have an elevated temperature. Any operations on elevated level have to be executed with extra care to prevent accidents.

Do not cover units with PVC eliminators or fill with a plastic tarpaulin. Temperature increase due to sun radiation could deform the fill or eliminators

AUTHORIZED PERSONNEL

The operation, maintenance and repair of this equipment should be undertaken only by personnel authorized and qualified to do so. All such personnel should be thoroughly familiar with the equipment, the associated systems and controls and the procedures set forth in this and other relevant manuals. Proper care, procedures and tools must be used in handling, lifting, installing, operating and repairing this equipment to prevent personal injury and/or property damage.

MECHANICAL SAFETY

Mechanical safety of the equipment is in accordance with the requirements of the EU machinery directive. Depending upon site conditions it also may be necessary to install items such as bottom screens, ladders, safety cages, stairways, access platforms, handrails and toe boards for the safety and convenience of the authorized service and maintenance personnel. At no time this equipment should be operated without all fan screens, access panels and access doors in place.
When the equipment is operated with a variable fan speed control device, steps must be taken to avoid operating at or near to the fan's «critical speed». For more information consult your local BAC Baltlcare representative.

ELECTRICAL SAFETY

Each fan and pump motor associated with this equipment should be installed with a lockable disconnect switch located within the sight of the equipment. No service work should be performed on or near the fans, motors, drives or inside the equipment unless fan and pump motors, heaters etc. are electrically isolated.

LOCATION

All cooling equipment should be located as far away as possible from occupied areas, open windows or air intakes to buildings.

LOCAL REGULATIONS

Installation and operation of cooling equipment may be subject of local regulations, such as establishment of risk analysis. Ensure regulatory requirements are consistently met.

About Water Care

In all cooling equipment, operating in evaporative mode, the cooling is accomplished by evaporating a small portion of the re-circulating water as it flows through the equipment. When this water evaporates, the impurities originally present in the water remain. Unless a small amount of water is drained from the system, known as blow down, the concentration of dissolved solids will increase rapidly and lead to scale formation or corrosion or both. Also, since water is being lost from the system through evaporation and blow down, this water needs to be replenished.
The total amount of replenishment, known as make-up, is defined as:

Make-up = evaporation loss + blow down

In addition to the impurities present in the make-up water, any airborne impurities or biological matter are carried into the equipment and drawn into the re-circulating water. Over and above the necessity to blow down a small quantity of water, a water treatment programme specifically designed to address scale, corrosion and biological control should be initiated when the system is first installed and maintained on a continuous base thereafter. Moreover there must be an ongoing programme of monitoring in place to ensure the water treatment system is maintaining the water quality within the control guidelines.
Check and adjustments of blow down depends on the blow down device actual in use.
To prevent excessive build-up of impurities in the circulating water, a small amount of water must be « bled » from the system at a rate to be determined by the water treatment regime. The amount of blow down is determined by the design cycles of concentration for the system. These cycles of concentration depend on the quality of the make-up water and the design guidelines for the quality of the recirculating water given below.
Make-up water to the evaporative unit should have minimum 30 ppm hardness as $CaCO_3$.
Where use of a softener is necessary to achieve this, the supply to the evaporative unit should not be totally softened, but blended with the incoming unsoftened water to achieve the minimum hardness between 30 and 70 ppm as Ca CO_3.
Maintaining a minimum hardness in the make-up water offsets the corrosive properties of totally softened water and reduces the reliance on corrosion inhibitors to protect the system.

	BALTIBOND® Corrosion Protection System
pH	6.5 to 9.0
Hardness (as $CaCO_3$)	90 to 500 mg/l
Alkaline (as $CaCO_3$)	500 mg/l max.
Total Dissolved Solids	1500 mg/l max.
Chlorides	250 mg/l max.
Sulfates	250 mg/l max.
Conductivity	1800 µS/cm
Chlorination (as free chlorine): continuous	2 mg / l max.
Chlorination (as free chlorine): batch dosing for cleaning & dis-infection	5-15 mg / l max. for 6 hours max.

Table 1: Circulated Water Quality Guidelines for Baltibond® Corrosion Protection System

	Baltiplus Protection
pH	7.0 to 9.0
Hardness (as $CaCO_3$)	90 to 500 mg/l
Alkaline (as $CaCO_3$)	500 mg/l max.
Total Dissolved Solids	1000 mg/l max.
Chlorides	125 mg/l max.
Sulfates	125 mg/l max.
Conductivity	1200 µS/cm
Chlorination (as free chlorine): continuous	1 mg / l max.
Chlorination (as free chlorine): batch dosing for cleaning & dis-infection	5-15 mg / l max. for 6 hours max.

Table 2: Circulated Water Quality Guidelines for Baltiplus Protection

Cycles of concentration are the ratio of the dissolved solids concentration in the circulating water compared to the dissolved solids concentration in the make-up water. The blow down rate can be calculated as follows :

Blow down = Evaporation loss / Cycles of concentration - 1

The evaporation loss is not only function of the heat load but also depends on climatic conditions, the type of equipment used and the method of capacity control, which is applied. The evaporation loss at summer conditions is approximately 0.431 l/ 1000 kJ heat rejection. This number should be used for blow down valve sizing only and not for the calculation of annual water consumption.

Biological Control

The growth of algae, slimes and other micro-organisms, if uncontrolled, will reduce system efficiency and may contribute to the growth of potentially harmful micro-organisms, such as Legionella, in the recirculating water system.
Accordingly a treatment programme specifically designed to address biological control should be initiated when the system is first filled with water and administered on a regular base thereafter in accordance with any regulations (national, regional) that may exist or in accordance with accepted codes of good practice, such as EUROVENT 9-5/6, VDMA Detailsheet 24649 etc.
It is strongly recommended to monitor the bacteriological contamination of the recirculating water on a regular base (for example, TAB test with dip slides on a weekly base) and record all results.
If a chemical water treatment is used, it must meet the following requirements:

Chemical Treatment

1. The chemicals must be compatible with the materials of construction used in the cooling system.
2. Chemicals should be fed into the re-circulated water to avoid localised high concentrations, which may cause corrosion.

Chemicals are normally fed into the pump discharge line. Batch feeding of chemicals does not afford adequate control of water quality and is not recommended.

3. Acid water treatment is not recommended for equipment furnished with BALTIPLUS Corrosion Protection. Evaporative cooling equipment furnished with BALTIBOND® Corrosion Protection (suffix R behind the model number on the nameplate) may be used on systems with acid water treatment, as long as the requirements 1 and 2 listed above are maintained.

It is strongly recommended to check the key parameters of the circulating water quality on a monthly base. See table: Circulated Water Quality Guidelines. All test results need to be recorded.

Passivation

When new systems are first commissioned, special measures should be taken to ensure that galvanized steel surfaces are properly passivated to provide maximum protection from corrosion. **Passivation** is the formation of a protective, passive, oxide layer on galvanized steel surfaces. To ensure that galvanized steel surfaces are passivated, the pH of circulating water should be kept between 7.0 and 8.2 for four to eight weeks after start-up, or until new zinc surfaces turn dull grey in colour. If white deposits form on galvanized steel surfaces after the pH is returned to normal service levels, it may be necessary to repeat the passivation process.

Note: Stainless steel units and units protected by the BALTIBOND® Corrosion Protection System, without galvanized coil, do not require passivation.

About Cold Weather Operation

BAC equipment can be operated in subfreezing ambient conditions provided the proper measures are taken :

1. Protection against sump water freezing, when the system is idle.
2. Capacity control to prevent ice formation during operation.
3. Protection against coil freezing. (closed circuit cooling towers)

Listed below are general guidelines which should be followed to minimize the possibility of freeze-up. As these guidelines may not include all aspects of the anticipated operation scheme, system designer and operator must thoroughly review the system, location of the equipment, controls and accessories to ensure reliable operation at all times.

Protection Against Sump Water Freezing

To prevent sump water from freezing, either sump heaters or a remote sump located in a heated indoor area must be installed. For a seasonal shut down during the cold weather period, it is recommended to drain the sump. Drainage of the sump will also be needed if dry operation (equipment with coil) is anticipated, even if sump heaters are installed. These heaters will NOT prevent sump water from freezing during dry operation at subfreezing ambient conditions. Remote sump installations are best suited for a flexible switch from wet to dry operation, as the sump water is protected at all times. For dry operation applications, ensure that make-up water line is shut off and make-up valve completely drained. Thermostats for electrical sump heaters for this equipment are set to maintain a sump water temperature of 4°C.

Capacity Control

In addition to protecting the sump water, all exposed water piping, in particular make-up water lines should be heat traced and insulated. Spray pumps (equipment with coil) need also be heat traced and insulated from pump suction to the overflow level, if they can be exposed to subfreezing ambient conditions.

It is necessary to prevent the recirculating water from approaching freezing conditions when the system is operating under load. The most « critical » situation occurs, if operation at subfreezing conditions coincides with light load conditions. The key to protecting the recirculating water is capacity control by adjustment of air flow to maintain the temperature of the recirculating water minimal above freezing point. As a rule of thumb this minimum temperature is 5°C, but there are applications, where even lower temperatures can be accepted. (Contact your local BAC Baltlcare representative for advice.)

The desired method to match the cooling capacity to load and weather conditions is to adjust the air flow, either by cycling of the fan(s), the use of multi speed fan motors or modulating controls (variable speed drives). It is not recommended to cycle the spray pump as a means of controlling the unit capacity.

Note: When operating with VFD drives above nominal frequency be aware of the potential risk for motor overload or mechanical damages.

Spray pumps should be switched off when the fan(s) are idle. Operation with pump but without fan(s) does not provide cooling capacity of any significance but could lead to occasional water splash out at the air intake. For this reason this operation mode should be avoided. Spray pump should be switched off with a time delay of maximum 30 seconds after switching off the fan(s) and should be activated maximum 30 seconds prior to the anticipated start of the fan(s).

Protection Against Coil Freezing

The best protection is the use of glycol or other anti freeze solutions in appropriate concentrations. The use of such solutions influences the thermal performance of the closed circuit cooling tower and this should be taken into account, when selecting the model(s). The table below indicates the freeze protection range for various ethylene glycol concentrations (% by volume).

% Ethylene	Freeze Protection
20%	-10°C
30%	-16°C
40%	-25°C
50%	-39°C

Table 3: Freeze Protection of Ethylene Glycol Solutions

If the system must be operated with water, both of the following conditions must be met simultaneously :

1. Maintain a minimum flow through the unit at all times. (see table below)
2. Maintain a minimum heat load, so that the temperature of the water leaving the coil(s) will not fall below 10°C based on -14°C ambient temperature and 20 m/s wind velocity. (appr. min. heat load requirements, see table below)

If the process load is extremely light or shut off, it may be necessary to apply an auxiliary heat load during freezing conditions. Consult your local BAC Baltlcare representative for advice, if these conditions cannot be met.

Draining of the coil(s) is not recommended as a normal method of freeze protection unless the coil(s) are constructed from stainless steel or are of the cleanable type. For standard hot dip galvanized coils draining is ONLY acceptable as an emergency method of freeze protection. For this purposes an automatic drain valve and air vent needs to be installed to drain the coil(s) if flow stops or the fluid temperature drops below 10°C when the ambient temperature is below freezing.

Model	Minimum Flow (l/s)	Appr. Minimum Heat Load (kW)
VXI 9	3.5	7
VXI 18	3.5	15
VXI 27	3.5	20
VXI 36	3.5	30
VXI 50	5.0	45
VXI 70	7.0	60
VXI-C72	7.0	60
VXI 95	8.0	100
VXI-C108	8.0	90
VXI 144	13.0	150
VXI 145	8.0	150
VXI 180	11.0	130
VXI 190	16.0	200
VXI 215	13.0	220
VXI 288	26.0	280
VXI 290	16.0	280
VXI 360	22.0	250
VXI 430	26.0	420

Table 4: Minimum Requirements for Water Flow and Heat Load for VXI

Checks and Adjustments

COLD WATER BASIN AND BASIN STRAINERS

The cold water basin should be inspected regularly. Any debris which may have accumulated in the basin or on the strainers should be removed. Quarterly, or more often if necessary, the entire cold water basin should be drained, cleaned and flushed with fresh water to remove the silt and sediment which normally collects in the basin and under the wet deck surface during operation.

When flushing the basin, the strainers should be left in place to prevent the sediment from re-entering the unit system. After the basin has been flushed, the strainers should be removed, cleaned, and replaced before refilling the basin with fresh water.

DO NOT USE ACID TO CLEAN THE STRAINERS

Remote Basin

The water level in the basin of equipment designed for remote basin operation is a function of the circulating water flow rate; water outlet connection size, quantity and location, and outlet piping size and configuration. The remote basin unit is supplied without a water make-up assembly or a strainer and the basin operating level during remote basin operation is not adjustable.

OPERATING LEVEL AND MAKE-UP

Operating height is the water level above sump bottom during operation.

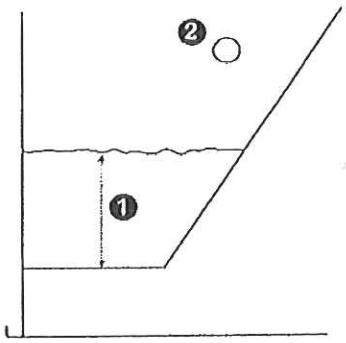


Figure 1: Operating Water Level

1. Operating height
2. Overflow

Operating heights for the evaporative cooling equipment are indicated in the tables below :

Model VXT	Operating Height (measured from pan bottom) (mm)
VXT-10 through 135	340
VXT-150 through 185	420
VXT-N215 through N535	430
VXT-C215 through C535	430
VXT-S220 through S940	460
VXT-315 through 1200	460

Table 5: Operating Heights VXT

Model VXI	Operating Height (measured from pan bottom) (mm)
VXI-9, 18, 27, 36	340
VXI-50	420
VXI-70, 95, 145, 190, 290	430
VXI-C72, VXI-C108	430
VXI-180, 360	460
VXI-144, 215, 288, 430	350

Table 6: Operating Heights VXI

Model VXC	Operating Height (measured from pan bottom) (mm)
VXC-14 through 135	340
VXC-150 through 205	420
VXC-221 through 265	430
VXC-S288 through S1010	430
VXC-C220 through C426	460
VXC-357 through 454	460
VXC-562 through 714	460
VXC-798, 908, 1124 through 1360	460
VXC-495, 516, 715, 772	350
VXC-804, 990, 1032	350
VXC-1430 through 1608	350

Table 7: Operating Heights VXC

To check the operating level, proceed as follows :

1. Shut off fan(s) but keep pump(s) running.
2. Remove circular access door next to make-up connection.
3. Measure height from sump bottom to water level and compare with face value from table.
4. Check valve for leakage and replace valve seat, if necessary.
5. Check that float arm can move freely and that float ball floats and closes valve.
6. Ensure that make-up water supply is adequate.

Note: This procedure does not apply for
- equipment equipped with electrical water level control
- remote sump applications

If a float operated water make-up is used, initial setting and regular adjustments are needed.
The float controlling the make-up valve is mounted on a threaded rod, held in place by wing nuts. (see figure below)

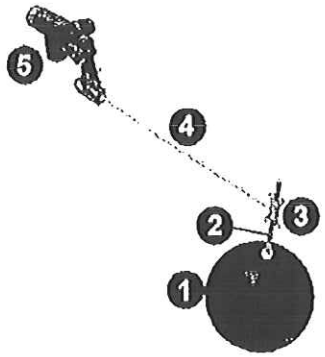


Figure 2: Water Make-up Valve Assembly

1. Float Ball
2. All Threaded Rod
3. Wing Nuts
4. Float Arm Assembly
5. Float Valve

To make the initial setting, fill the sump with water until 2 cm above the operating level. Adjust the wing nuts of the float ball so that the valve is completely closed. Before starting the unit for the first time, fill the sump until 1 cm below overflow level (push float ball under). Under normal load conditions this setting should produce the correct operating level. At low load conditions the operating level will raise and need be adjusted.

BLOW DOWN

In case of a continuous blow down with a metering valve in the bleed line, ensure that the valve is unobstructed and that blow down water can drain freely. Measure the blow down flow rate by recording the time needed to fill a given volume.
For automatic blow down using conductivity control, ensure that the conductivity probe is clean and that the blow down solenoid valve is operational. Unless you have a specific adjustment procedure, your water treatment company should check and adjust set points.

SUMP HEATER PACKAGE

Sump heaters must only operate in the winter to prevent the sump water from freezing, when the water pump(s) and the fan(s) are shut off. Under no circumstances should sump heaters operate at other times as they could potentially heat the water to temperature levels, which are favourable to bacteriological growth. Ensure every six months the heater thermostat is properly set and clean. Also ensure that control and safety devices, such as low level cut out switches, are operational, clean and properly incorporated into the control circuit.

! SUMP HEATERS CAN BE HOT.

BELT TENSIONING

Belt tensioning can be adjusted by changing the position of the fan motor(s) by rotating the motor base adjustment screw, which extends through the bottom frame angel. Check belt tension as follows :

1. Shut off fan(s).
2. Rotate the fan sheave half a turn to evenly distribute the tension in the belt before measuring.
3. Check belt tension by verifying both following conditions.
   - The deflection amounts 10 mm / m free belt length (see figure below)
   - The deflection force required is between the minimum and maximum values given in the table below.

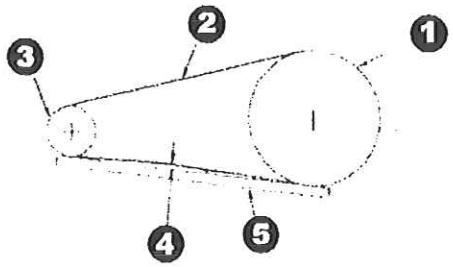


Figure 3: Fan Belt Check and Adjustment

1. Fan Sheave
2. Belt
3. Motor Sheave
4. 10 mm/m Deflection = Proper Belt Tension
5. Straight Edge

Belt Profile	Diameter (mm) Motor Sheave	Deflection Force (kg)	
		Min.	Max.
XPA	80 through 125	1.5	2.5
	135 through 200	2.0	3.0
	>200	2.5	3.5
SPA	100 through 125	1.5	2.0
	132 through 212	2.0	2.5
	>212	2.0	3.0

Table 8: Belt Tension Forces

New belts have to be re-tensioned after 24 hours operation.
If belt tensioning is required, please proceed as follows:

1. Loosen the lock nuts on the Motor Base Adjusting Screws.
2. Turn the Motor Base Adjusting Screws clockwise to tension the belt, or counter-clockwise to relieve belt tension. During adjustment of belt tension the drives should be rotated several times by hand to evenly distribute the tension throughout the belt.
3. When the belt is properly tensioned, retighten the locking nuts on the Motor Base Adjusting Screws.

Note: There should be no "chirp" or "squeal" when the fan motor is started.

DRIVE ALIGNMENT

Proper drive alignment ensures maximum belt life. Alignment is checked for standard drives **after correct belt tensioning** by placing a straightedge across both sheaves as shown in the Figure below.
When the drives are properly aligned the gap measured between straightedge and sheave does not exceed 0,5 mm per 100 mm of fan sheave diameter.

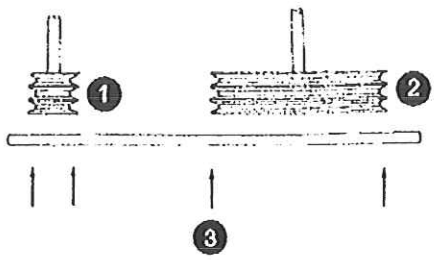


Figure 4: Checking sheave alignment

1. Motor Sheave
2. Fan Sheave
3. Points of Contact

LOCKING COLLAR

The excentric locking collar of the bearing at the drive end ensures that the inner bearing race is secured to the fan shaft. Locking collars can be set using the following procedure. (See Figure below)

1. Stop fan(s) and remove side access panel(s).
2. Loosen the set screw.
3. Using a drift pin centerpunch, tap the collar (in the hole provided) tangentially in the direction of rotation while holding the shaft.
4. Retighten the screw.
5. Install access panel(s) and start fan(s).

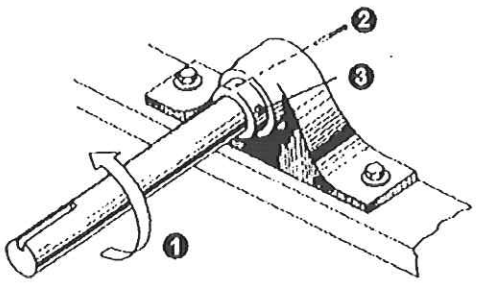


Figure 5: Locking Collar Assembly

1. Direction of Rotation
2. Drift Pin: Tap the locking collar in direction of fan rotation until cam is locked.
3. Tighten set screw.

ROTATION OF FAN(S) AND PUMP(S)

Fans must rotate without obstruction and both fans and pumps must rotate in the correct direction, which is indicated by arrows on the equipment. Check proper functioning as follows:

1. Stop fan(s) and pump(s).
2. Turn the fan by hand to ensure rotation without obstruction. Remove obstruction, if present.
3. Start the pump(s) and check for the proper rotation as indicated by the arrow on the pump cover. If rotation is wrong, stop pump and correct electrical wiring.
4. Start the fan(s) and check for proper rotation as indicated by the arrow on the fan housing. If rotation is wrong stop fan(s) and correct fan motor wiring.

MOTOR VOLTAGE AND CURRENT

Check the voltage and the current of all three legs of the fan and pump motors. The current should not exceed the nameplate rating. After prolonged shutdown the motor insulation should be checked with a megger insulation tester prior to restarting.

The following models have only one upper section and one or two fan motors: VXT 315-400, VXT 470-600, VXT 1260-1600, VXI 144, VXI 180, VXI 215, VXC 357-454, VXC 495-516, VXC 562-680 and VXC 715-804. Fan cycling results in only on-off operation. For these units, all fans need to operate simultaneously.

The following models have two upper sections and one or two fan motors per upper section: VXT 630-800, VXT 870-1200, VXI 288, VXI 360, VXI 430, VXC 714-908, VXC 990-1032, VXC 1124-1360 and VXC 1430-1608. Fan cycling results in only on-off operation. For these units, all fans need to operate simultaneously per upper section.

UNUSUAL NOISE AND VIBRATIONS

Unusual noise and/or vibration are the result of malfunctioning of mechanical components or operational problems (unwanted ice formation). If this occurs, a thoroughful inspection of the entire unit followed by immediate corrective action is needed. If required, consult your local BAC Baltlcare representative for assistance.

Inspections and Corrective Actions

GENERAL CONDITION OF THE EQUIPMENT

The inspection should focus on following areas:

- damage of corrosion protection
- signs of scale formation or corrosion
- accumulation of dirt and debris
- presence of biofilms

Smaller damages of the corrosion protection can be repaired. For BALTIBOND® protection use kit (part number RK1057). Larger damages should be reported to the local BAC Baltlcare representative.

If there is evidence of scale formation (more than 0,1 mm) or corrosion, water treatment regime must be checked and adjusted by the supplier.

Any dirt and debris need be removed following the CLEANING PROCEDURES described in this manual (See page 12).

If there is evidence of biofilms the system, including piping should be drained, flushed and cleaned of slimes and other organic contamination. Refill system with water and apply biocide shock treatment. Check pH value and functionality of ongoing biocide treatment.

HEAT TRANSFER SECTION

The inspection procedure is as follows:

1. Shut off fan(s) and pump(s).
2. Remove the eliminators and access doors.
3. Inspect the coil/wet deck surface for
   - obstructions
   - damages
   - corrosion
   - fouling
4. After inspection, install eliminators and access doors and start pump(s) and fan(s).

Remove any obstructions from heat transfer section(s).

Any damages or corroded areas need to be repaired. Call your local BAC Baltlcare representative for assistance.

Minor fouling can usually be removed chemically or by temporary changes to the water treatment programme. Contact your water treatment supplier for advice. Major fouling requires cleaning and flushing according to the CLEANING PROCEDURES (See page 12).

Regular checking of the total aerobic bacteria count (TAB) and maintaining it within acceptable levels are the key to prevent fouling.

FINNED DISCHARGE COIL (OPTIONAL)

The dry finned coil is susceptible to corrosion and entrapment of airborne particulates (coil fouling).

The dry finned coil requires periodic cleaning to maintain the highest operating efficiency possible under the environmental conditions in which the unit operates. Regularly scheduled coil cleaning makes a significant contribution to extending equipment lifetime and is an excellent source of energy conservation.

Periodic cleaning of the heat exchanger coil can be accomplished by a vacuum cleaner and/or pressurised air stream. In polluted environments cleaning will require commercially available coil cleaning agents. Cleaning coils by spraying them with water may remove large deposits but do little to remove pollutants. Removing dirt and salts requires a detergent to break the bond between the soil and the surface of the heat exchanger. However, if water spray is applied, the water pressure must never exceed 2 bar and the water jet must never be applied at an angle to the surface of the fin, but only in parallel to it.

Selecting a coil cleaner is important since the cleaner must neutralise and remove deposits on the surface of the coil. BAC does not recommend the use of alkaline and acidic coil cleaners. These

coil cleaners can cause foaming action (oxides or hydroxides of aluminium) resulting in the stripping away of minute layers of the base alloy and the attached soil. Most of these foaming cleaners are harsh and known as reactive cleaning products. One way to recognise this type of cleaner is that normally it will be labelled as corrosive. The base ingredient of a coil cleaner should not be so harsh that it attacks the metal, coil coating or the personnel applying the cleaner.

An important concern when applying coil cleaners is rinseability. Most hydroxides tend to cling the surface unless sufficient wetting agents have been added to the formula to reduce surface tension of the solution. If the solution does not have enough wetting agents and is not rinsed thoroughly from the surface, the residual material can settle at the fin/tube interface and continue to attack the fin.

BAC recommends the use of the more sophisticated cleaners, known as a "surfactant system". They reduce surface tension, penetrate, emulsify, and dissolve the soils without the base alloy. Surfactant systems are safe for the coil alloy, they are free rinsing, they lift and remove deposits better than alkaline cleaners, and they are environmentally safe, as well as safe and easy to apply and rinse. Surfactant systems are almost always non-corrosive.

DRIFT ELIMINATORS

The inspection procedure is as follows :

1. With fan(s) and pump(s) running visually check for areas with excessive drift loss.
2. Shut off fan(s) and pump(s) and visually check eliminators for
   - obstructions
   - damages
   - cleanliness
   - proper fit
3. If any of the above problems have been observed, stop fan(s) and pump(s) and remove eliminators.
4. Clean eliminators from debris and foreign matter. Remove dirt and obstructions. Replace damaged or ineffective eliminators.
5. Install eliminators and ensure they fit tightly with no gaps.

!

DO NOT STEP ON ELIMINATORS.

WATER DISTRIBUTION

The inspection procedure is as follows :

1. Shut off the fan(s), but leave the pump(s) running.
2. Check and adjust spray pressure, if required. (not applicable for coil models with standard pumps)
3. Remove the eliminators.
4. Check to see if the nozzles are producing the spray pattern shown in figure(s) below
5. Shut off pump(s) and clean water distribution from dirt and debris. Ensure spray branches and nozzles are in place and clean. Replace damaged or missing nozzles.
6. Install eliminators and ensure they fit tightly with no gaps.
7. Start fan(s) and pump(s).

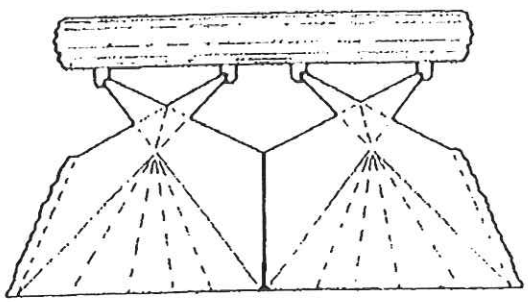


Figure 6: Nozzle Spray Distribution Type Cooling Tower

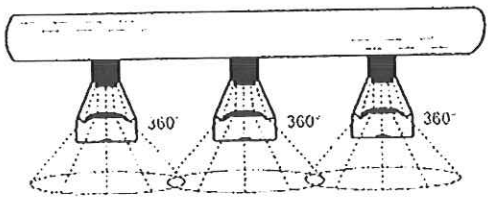


Figure 7: Nozzle Spray Distribution Type Closed Circuit Cooling Tower or Condensor

FAN SHAFT

The exposed areas of the fan shaft are coated with a soft seal for added corrosion protection. It is recommended that the coating be inspected for continuity quarterly or at least every 6 months. Any signs of surface corrosion must be treated. This involves:

1. Removal of the protective coating with a suitable cleaning medium
2. The removal of any surface corrosion with emery cloth
3. The re-coating of the shaft with soft seal.

FAN MOTOR

During operation it is required to clean the outside surface of the motor at least every 6 months (or more often depending on site conditions) to ensure proper motor cooling. Do not wash down the motor unless it is IP 66 rated. On a quarterly or six monthly basis check:

- Electric connections
- Motor protection devices
- Check amp draw
- Motor bearings for noise/overheating
- Motor holding bolts
- External surface of motor for corrosion

ELECTRIC WATER LEVEL CONTROL PACKAGE (OPTIONAL)

The electric water level control package (optional) maintains a constant water level in the cold water sump independent of cooling load changes and water supply pressure variations. Ensure every six months that all components (valve, float switches) are operational and clean.

!

When disassembling the float switch for cleaning, make sure to reassemble it in <u>exactly</u> the same position, otherwise it will not function correctly.

Lubrication

FAN SHAFT BEARINGS

The fan shaft is supported by ball bearings (see Figure below).

Under normal operating conditions the bearings should be greased every 2000 operating hours or at least every six months. The bearings should be lubricated with one of the following water resistant inhibited greases, which are good for ambient temperature ranging from - 55°C to 120 °C.

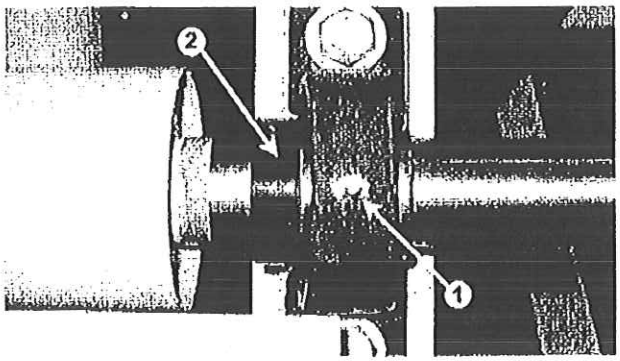


Figure 8: Ball Bearing

1. Lube Fitting
2. Locking Collar

The bearings should be lubricated only with a hand grease gun. Do not use high-pressure grease guns, since they may rupture the bearing seals. When lubricating, purge the old grease from the bearing by gradually adding grease until a bead of new grease appears at the seal. In particular when extended lubrication lines are fitted ensure that ALL old grease is removed and that new grease is leaving the seal.

MOTOR BEARINGS

Motors with frame size >200L (>30 kW) have grease fittings

- grease intervals : twice a year unless otherwise shown on the nameplate of the motor
- grease products : see below

Shell	Alvania grease RL3	-20°C to +120°C
Texaco	Multifak Premium 3	-30°C to +140°C
Klüber	Isoflex LDS Special A	-50°C to +120°C
Mobil	Mobilith SHC 100	-40°C to +175°C
Total Fina Elf	Multis 3	-20°C to +120°C

Table 9: Grease products

The bearings should be lubricated only with a hand grease gun. Do not use high-pressure grease guns, since they may rupture the bearing seals. When lubricating, purge the old grease from the bearing by gradually adding grease until a bead of new grease appears at the seal.

ADJUSTABLE MOTOR BASE

The motor base adjusting screw (see figure below) should be coated every six months using a good quality corrosion inhibiting grease, such as one of those recommended for lubricating the fan shaft bearings.

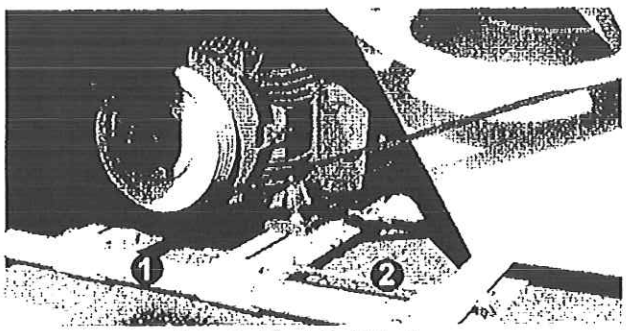


Figure 9: Adjustable Motor Base

1. Motor Base Slides
2. Adjusting Screw

Cleaning Procedures

MECHANICAL CLEANING

Keeping your evaporative cooling equipment (and the associated system) clean will maintain its efficiency and help to prevent uncontrolled bacteriological growth. The recommended cleaning procedures are described below :

1. Disconnect fan and pump motor(s) and shut off make-up supply.
2. Remove screens, eliminators, access panels and doors and drain system. Do not remove sump strainer.
3. Clean debris from exterior and fan(s) with soft brush, if necessary use water and soap.
4. Clean interior with (soap) water and soft brush, if necessary use high pressure water jet.
5. Remove any debris from water distribution system and clean any nozzles if clogged. If necessary nozzle and grommet may be removed for cleaning.
6. Remove debris from heat transfer section (coil/fill) . Do not use steam or high pressure water to clean cooling tower wet deck surface.
7. Flush with clean water and drain to remove accumulated dirt.
8. Remove, clean and replace sump strainer(s).
9. Clean debris from screens and eliminators with water jet and install.
10. Remove debris from access doors and panels with soft brush and (soap) water and install.
11. Close drain and open make-up supply. Fill system to overflow level with clean water.

DISINFECTION

Disinfection of your cooling system may be needed in case of high concentration of aerobic bacteria and/or Legionella. Disinfection is also recommended for evaporative cooling systems with known or suspected high bacteriological levels, prior to a cleaning procedure. Some local or national guidance also recommends disinfection prior to initial start up, after a prolonged shut down, after routine cleaning operations or when significant alterations have been made to the cooling system.

Disinfection must be carried out in accordance with a proper procedure and take into account the safety of the cleaning and disinfection staff.

Typically disinfection is achieved using a sodium hyperchloride solution to maintain a residual value of 5 - 15 mg/l of free chlorine and circulate this around the system for up to 6 hours. Higher chlorine levels for a shorter period are possible, but require a higher level of corrosion protection than galvanized steel only. Consult your BAC Baltlcare representative for further information.

Excessive levels of chlorine must be avoided as this quickly can lead to corrosion and damage to your system.

Chlorinated water should be de-chlorinated before draining and after disinfection the system must be thoroughly flushed through with clean water.

Note: A proper regularly monitored biocide programme reduces the need for cleaning and disinfection actions significantly.

About Comprehensive Maintenance

In order to ensure maximum efficiency and minimum downtime of your evaporative cooling system, it is recommended to establish and execute a programme of preventive maintenance. Your local BAC Balticare representative will assist you in establishing and implementing such programme. The preventive maintenance programme must not only avoid that excessive downtime occurs under unforeseen and unwanted conditions, but must also ensure that factory authorized replacement parts are used, which are designed to fit and for their purpose carry the full factory warranty.
Factory authorized replacement parts are available normally within four days after receipt of an order. In emergency cases shipment can be usually made within 24 hours. To order factory authorized parts, contact your local BAC Balticare representative. Be sure you include the unit serial number when ordering any parts.
To facilitate servicing of the equipment, it is suggested that the following parts be carried on hand:

- Make-up float ball (if applicable)
- Valve seal for water make-up valve
- Fan shaft bearings
- Spray nozzles and grommets
- Spray distribution branch grommets
- Set of belts
- BALTIPLUS / BALTIBOND® repair (touch-up) kits

Insist on factory authorised parts to avoid loss of efficiency or an operational risk, which may occur when non authorised parts are used.

Balticare

BAC has established a specialized independent total care company called Balticare . The BAC Balticare offering involves all elements required to ensure a safe and efficient operation of your evaporative cooling products. From a full range of risk assessment to selective water treatment, training, testing, record keeping and annual system overview. For more details, contact BAC Balticare at www.balticare.com or you can also contact your local BAC representative for further information and specific assistance.

More Information

REFERENCE LITERATURE

- Eurovent 9-5 (6) Recommended Code of Practice to keep your Cooling System efficient and safe. Eurovent/Cecomaf, 2002, 30p.
- Guide des Bonnes Pratiques, Legionella et Tours Aéroréfrigérantes. Ministères de l'Emploi et de la Solidarité, Ministère de l'Economie des Finances et de l'Industrie, Ministère de l'Environnement, Juin 2001, 54p.
- Voorkom Legionellose. Minsterio van de Vlaamse Gemeenschap. December 2002, 77p.
- Legionnaires' Disease. The Control of Legionella Bacteria in Water Systems. Health & Safety Commission. 2000, 62p.
- Hygienische Anforderungen an raumlufttechnische Anlagen. VDI 6022.

INTERESTING WEB SITES

www.BaltimoreAircoil.com;
www.eurovent-certification.com;
www.ewgli.org;
www.ashrae.org;
www.uniclima.org;
www.aicvf.org;
www.hse.gov.uk

Schedule

Type of Action	Action	Start-Up	Weekly	Monthly	Quarterly	Every Six Months	Annually	Shutdown
Checks and Adjustments	Cold Water Basin and Strainers	X			X			
	Operating level and make-up	X		X				
	Blow down	X		X				
	Sump heater package	X				X		
	Belt tension	X		X				
	Drive alignment	X					X	
	Locking Collar	X				X		
	Rotation of fan(s) and pump(s)	X						
	Motor voltage and current	X					X	
	Unusual noise and/or vibration	X		X				
Inspections and Monitoring	General condition	X		X				
	Heat transfer section	X				X		
	Finned discharge coil (optional)	X					X	
	Drift eliminators	X				X		
	Water distribution	X				X		
	Fan Shaft	X			X			
	Fan Motor	X			X			
	Electric Water Level Control Package (optional)	X				X		
	TAB test (dip slides)	X	X					
	Circulating water quality	X		X				
	System overview	X					X	
	Record keeping	as per event						
Lubrication	Fan shaft bearings	X				X		
	Motor bearings *	X				X		
	Adjustable motor base	X				X		
Cleaning procedures	Mechanical cleaning	X					X	
	Disinfection **	(X)					(X)	(X)

Table 10: Recommended Maintenance & Monitoring Schedule

* only for motors with grease fittings with typical frame size > 200L (>30 kW)
** depends on applied code of practice

Notes:

1. Water Treatment and auxiliary equipment integrated in the cooling system may require additions to the table above. Contact suppliers for recommended actions and their required frequency.
2. Recommended service intervals are for typical installations. Different environmental conditions may dictate more frequent servicing.
3. When operating in ambient temperatures below freezing, the unit should be inspected more frequently (see Cold Weather Operations in the appropriate Operating and Maintenance Instructions).
4. For units with Belt Drive, tension on new belts must be readjusted after the first 24 hours of operation and monthly thereafter.

Model: ..... Serialnumber: .....

Agency_____
REQ.P.O#_____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____ _____ of _____, _____, as Principal, and _____ _____of _____, _____, a corporation organized and existing under the laws of the State of ___ _____ with its principal office in the City of _____, as Surety, are held and firmly bound unto the State of West Virginia, as Obligee, in the penal sum of _____ ($_____) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for

_____

_____

_____

NOW THEREFORE,

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this _____day of _____, 20____.

Principal Corporate Seal

_____
(Name of Principal)

By_____
(Must be President or Vice President)

_____
(Title)

Surety Corporate Seal

_____
(Name of Surety)

_____
Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.

BID BOND PREPARATION INSTRUCTIONS

AGENCY (A)
RFQ/RFP# (B)

(A) WV State Agency (Stated on Page 1 "Spending Unit") Request for Quotation Number (upper right corner of page #1)
(C) Your Company Name
(D) City, Location of your Company
(E) State, Location of your Company
(F) Surety Corporate Name
(G) City, Location of Surety
(H) State, Location of Surety
(I) State of Surety Incorporation
(J) City of Surety Incorporation
(K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
(L) Amount of bond in figures
(M) Brief Description of scope of work
(N) Day of the month
(O) Month
(P) Year
(Q) Name of Corporation
(R) Raised Corporate Seal of Principal
(S) Signature of President or Vice President
(T) Title of person signing
(U) Raised Corporate Seal of Surety
(V) Corporate Name of Surety
(W) Signature of Attorney in Fact of the Surety

NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, (C) of (D), (E), as Principal, and (F) of (G), (H), a corporation organized and existing under the laws of the State of (I) with its principal office in the City of (J), as Surety, are held and firmly bound unto The State of West Virginia, as Obligee, in the penal sum of (K) ($(L)) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for

(M)

NOW THEREFORE.

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Obligee may accept such bid: and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this (N) day of (O), 20(P).

Principal Corporate Seal

(R)

(Q)
(Name of Principal)

By (S)
(Must be President or Vice President)

(T)
Title

(U)
Surety Corporate Seal

(V)
(Name of Surety)

(W)
Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.

GSD126454

State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
***West Virginia Code* §21-1D-5**

STATE OF _____

COUNTY OF _____, **TO-WIT:**

I, _____, after being first duly sworn, depose and state as follows:

1. I am an employee of _____; and,
(Company Name)

2. I do hereby attest that _____
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with ***West Virginia Code*** §21-1D-5.

The above statements are sworn to under the penalty of perjury.

_____
(Company Name)

By: _____

Title: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____.

By Commission expires _____

(Seal)

_____
(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

Rev March 2009

RFQ No. GSD126454

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:
"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (***West Virginia Code*** §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ___ day of _____, 20___.

My Commission expires _____, 20___.

AFFIX SEAL HERE **NOTARY PUBLIC** _____