



## ***PROCUREMENT DEPARTMENT***

---

**Teria G. Sheffield**  
**Procurement Director**

**SOLICITATION TYPE:** Request for Qualifications

**DATE:** 11/1/2024

**ID Number:** 2952

**Title:** Preventive Maintenance Services for York County HVAC Systems

**Due Date/Time:** November 26, 2024 at 3:00 p.m.

**LATE SUBMITTALS WILL NOT BE ACCEPTED**

**Opening Location:**

Government Center Building  
Room 3401  
6 S. Congress St., York, SC 29745

**Point of Contact:** Bryant Cook, Procurement Manager

**Questions Deadline:** No later than November 20, 2024 at 4:00 p.m.

**Tentative Date of Council Approval:** December 16, 2024

## **SECTION 1     SCOPE OF WORK AND SPECIFICATIONS**

### **1.1 Description**

This RFQ is for the York County ("YC") selection and retention of a firm to provide routine scheduled maintenance ("Preventative Maintenance Services") and "on-call" "as-needed" repair services ("Repair Services") for HVAC equipment situated at YC Facilities in York County. Completion of Preventative Maintenance Services and Repair Services will be in accordance with the terms of the RFQ for HVAC Preventative Maintenance and Repair Service ("HVAC Guidelines"). Timely submitted RFQ Responses will be evaluated in accordance with the Evaluation Criteria set forth in this RFQ.

### **1.2 RFQ Requirements**

**Contractors' License.** York County will only consider RFQ Responses submitted by Contractors who are currently licensed in good standing by the South Carolina LLR as a Mechanical Contractor. The RFQ Response of a Contractor who is not so licensed will be rejected for non-responsiveness.

**Minimum Experience Requirement.** To qualify, Contractors must have five (5) years of experience servicing HVAC Maintenance RFQs for commercial facilities, government or municipal facilities and/or educational facilities.

### **1.3 General Guidelines**

**Contractor's Employees.** All HVAC Services shall be completed by employees of the Contractor who are experienced, skilled, authorized and certified (if required by a HVAC Equipment manufacturer) to complete the HVAC Services. The Contractor shall maintain an adequate staff of professional personnel with competency, expertise and qualifications to complete HVAC Services. The Contractor shall provide substantiation of its employees' experience, skills, authorization or certification upon request of YC. Prior to starting work at the county, a resume, including experience, copies of current license(s) and other related information shall be submitted on each employee for review by YC. If YC objects to any Contractor personnel assigned to complete HVAC Services, upon request of YC, the Contractor shall replace such personnel without cost or expense to YC. While on YC property, Contractor employees shall comply with all applicable rules, regulations and/or policies relating to use/access to YC property and personal conduct. Contractor personnel violating applicable policies, regulations or laws are subject to penalties imposed by the policy, regulation or law violated. A current valid Driver's License for all Contractor employees operating a vehicle at YC Facilities is required. Third party contracting shall not be allowed.

**HVAC Services Standards.** The Contractor shall complete all HVAC Services in accordance with: (i) with applicable industry/professional "best practices"; (ii) HVAC Equipment manufacturer requirements and recommendations; (iii) the terms of this RFQ, including without limitation the HVAC Preventative Maintenance Services set forth in this RFQ; and (iv) applicable laws, rules and regulations.

**Permits and Licenses.** At all times when providing HVAC Services, the Contractor shall maintain all licenses, certifications, permits, governmental authorizations or approvals required by any federal,

state, regional or local governmental agency to provide the HVAC Services and perform other obligations of the Contractor under this RFQ.

HVAC Equipment Damage or Destruction. YC is responsible for damage or destruction to the HVAC Equipment, provided that damage or destruction is not the result of the Contractor's: (i) negligent or willful conduct; or (ii) breach of obligations under this RFQ. The Contractor is responsible for costs, expenses, and losses resulting from (i) or (ii) above, which arise out of or are related to repairs or replacement of damaged or destroyed HVAC Equipment and the loss of services provided by the damaged or destroyed HVAC Equipment.

### Contractor's Employees

- Uniforms; Identification Badges. All Contractor personnel shall wear Contractor furnished uniforms while at YC Facilities. The uniforms shall have patches, embroidery or screen printed on them that identify person's name and the Contractor's company name and logo. Contractor personnel may also be required to wear identification badges issued by the Contractor or YC.
- Contractor Personnel Training and Education. The Contractor shall ensure that personnel have the skills to adapt to changing technology and to efficiently complete HVAC Services by access to and completion of relevant training and education services. Upon request of YC, the Contractor shall furnish reasonably satisfactory written evidence confirming that the Contractor's personnel are so skilled and have access to continuing training/education resources which are utilized to develop new/additional skills or to augment/refine existing skills. YC is not responsible for training Contractor personnel. Costs, fees, expenses and charges for training and education of Contractor personnel providing HVAC Services shall be borne by the Contractor without adjustment of the compensation due the Contractor under this RFQ. Contractor personnel providing HVAC Maintenance Services or Repair Services shall be certified, accredited and otherwise authorized by the HVAC Equipment manufacturer in accordance with certification, accreditation or authorization requirements of the HVAC Equipment manufacturer.

### Safety and Environmental

- Contractor Personnel. The Contractor shall provide all personnel performing HVAC Services with required safety training and safety equipment. HVAC Services shall only be completed by personnel who are properly trained, skilled, certified and authorized to complete the HVAC Service assigned to such personnel.
- Waste Materials Handling and Disposal. The Contractor is solely responsible for disposal of waste materials, including without limitation, lubricants, absorbents, and cleaning products in accordance with YC requirements and in strict compliance with manufacturer recommendations and applicable law.
- Work Area Safety. The Contractor is solely responsible for implementing safety measures when completing HVAC Services, including without limitation, warning signs and barricades. The Contractor shall keep work areas in a neat and clean condition.
- Accident and Hazard Reporting. The Contractor shall report any accidents or hazardous conditions to YC's Facilities Director within one hour and shall submit an accident report or hazardous condition report on forms approved by YC. The Contractor shall report to YC's

Facilities Director trouble call emergencies or items in need of prompt attention within one hour. The Contractor shall report any conflict between requested work and safety requirements to YC's Facilities Director, or authorized YC Representative, for resolution before performing the work.

- Building and HVAC Equipment Access. YC will provide Contractor personnel with access to YC Facilities during working days of Mondays-Fridays and working hours of 7:00 AM to 5:00 PM. Contractor personnel access to the Building on weekends, holidays or after working hours shall be through YC's Representative.

YC Representative. YC will assign a YC employee as YC Representative in connection with this RFQ and the Contractor's completion of HVAC Services. HVAC Services and other obligations of the Contractor shall be completed in accordance with directives or authorizations of YC Representative or her/his designee.

## **1.4 HVAC Preventative Maintenance Services**

General. The Contractor shall furnish all labor, materials, parts, equipment, tools, and services necessary to complete Preventative Maintenance Services for each item of HVAC Equipment identified to this RFQ in accordance with the HVAC Preventative Maintenance Services described in this RFQ.

- HVAC Equipment. HVAC Equipment subject to Preventative Maintenance Services are in this RFQ. During the Term of this RFQ, YC may amend the HVAC Equipment identified in this RFQ by deleting or adding HVAC Equipment by written notice to the Contractor. If YC deletes HVAC Equipment from equipment list, no compensation shall be due the Contractor for Maintenance Services relating to the deleted item of HVAC Equipment. If YC adds HVAC Equipment to equipment list, the compensation due the Contractor under this RFQ shall be equitably adjusted to reflect the reasonable cost to complete Maintenance Services for added items of HVAC Equipment.
- Hours/Days of Maintenance Services. Maintenance Services will be provided between 7:00 AM and 5:00 PM Mondays through Fridays, except for YC holidays ("Regular Hours"). The foregoing notwithstanding, YC may direct or authorize the Contractor to complete Maintenance Services on days or at times outside the Regular Hours ("Alternative Hours"). No payment will be made for overtime/premium time labor charges unless authorized in writing in advance by YC Representative.

### Maintenance Services.

- Maintenance Intervals. The Contractor shall complete Maintenance Service for each item of HVAC Equipment at the intervals noted in the Scope of Work and the HVAC Equipment manufacturer recommendations.
- Maintenance Service Records. The Contractor shall maintain records of all Maintenance Services for each item of HVAC Equipment, including without limitation the following: (i) service date; (ii) service technician(s); (iii) service description (including observations of operating condition and replacement parts); and (iv) recommended follow-up actions.

## 1.5 HVAC Repair Services

General. General requirements relating to the Contractor's completion of Repair Services are set forth below. The Contractor shall furnish all labor, materials, parts, equipment, tools and services necessary to complete Repair Services.

Repair Logs. The Contractor shall maintain a Repair Log for each item of HVAC Equipment subject to repair services noting Repair Services performed, including without limitation, service dates, service personnel, detailed description of nature and scope of Repair Services and parts replaced with each Repair Service. The form and required content of the Contractor's Repair Log are subject to YC review and acceptance; the Contractor shall modify the form of the Repair Log as necessary for YC to accept the entirety thereof. At the conclusion of each Repair Service, the Contractor's Repair Service personnel shall complete the Repair Log for the Repair Service completed. The Contractor shall provide YC Representative with hard copy written Repair Logs or electronic/digital files of Repair Logs for each Repair Service within three (3) business days of the completion of a Repair Service. No payment will be made by YC for any Repair Service unless the Contractor completes and delivers Repair Logs for such Repair Service pursuant to the foregoing. YC will upload the repair log into the HyperWeb Facilities system to track the repair work.

Replacement Parts. If any Repair Service includes the replacement of any parts, components or other separable assemblies of an item of HVAC Equipment, the removed and replaced part shall be made available to YC Representative for inspection. The Contractor shall dispose of any removed or replaced parts as directed or authorized by YC. Disposal of removed or replaced parts are included with the Repair Service charge; no additional payment is due the Contractor for disposal of removed or replaced parts.

Repair Services Response Time. The Contractor shall complete repairs and other maintenance activities as requested by YC ("Repair Requests"). Repair Requests will be in writing and will generally note the repair required and whether the Repair Request is a General Repair Request, an Urgent Repair Request or an Emergency Repair Request. The Contractor shall dispatch personnel with the skills and experience to complete a Repair Request along with the parts, equipment, tools and other items necessary to complete the Repair Request as follows:

- General Repairs

Response time within 24 hours, 7:00 A.M. - 5:00 P.M., Mondays - Fridays, except for holidays.

- Emergency (24/7 Facilities) Repairs

Response time within 3 hours, 24 hours per day, 7 days per week, holidays included.

## 1.6 Term

The Initial Term of this RFQ commences as of the date set forth above and terminates Sixty (60) months thereafter; per the below schedule:

- Year 1 1/1/2025-12/31/2025
- Year 2 1/1/2026-12/31/2026
- Year 3 1/1/2027-12/31/2027
- Option Year #1 1/1/2028-12/31/2028

- Option Year #2 1/1/2029-12/31/2029

## 1.7 General Scope of Services

This scope of work provides the equipment list and schedule for York County Government's HVAC system at YC Facilities. The selected Contractor is to provide comprehensive preventative maintenance and repair services for all equipment listed in this scope of work. The selected contractor will notify YC of any and all repairs needed or recommended. The repairs will be performed per proposed hourly rate submitted by the contractor in the RFQ response. YC will authorize repairs and allowance expense after proper notification by the contractor.

The Contractor's technician must verbally check-in with the Building Superintendent or Facilities Director and present a work order stating what repair is needed and purpose of their visit.

Upon completion of the work order, prior to departure, the Contractor's technician must verbally check-out with the Building Superintendent or Facilities Director and confirm the results of the visit to include the following:

- Define any outstanding issues to completing the repair
- Define the next steps which will include that a proposal shall be submitted and when they will return once the proposal is approved

### ZONE 1

#### EOC Warehouse Cooler

**24/7**

203 Public Works Road, York SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Parking Lot	Polar King	1	FFAP-A172-CFV-075	Walk-in Cooler	Quarterly
TOTALS		1		TOTALS	

#### Heckle Complex

Equipment being replaced in 2025 (below is new equipment)

1070 Heckle Blvd, Rock Hill, SC 29732

**24/7**

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Interior Building 1	Greenheck	6	CSP-A200	Exhaust Fans	Quarterly
Interior Building 1	Greenheck	1	SP-A200	Exhaust Fans	Quarterly
Interior Building 1	Greenheck	3	SP-A70	Exhaust Fans	Quarterly
Interior Building 1	Greenheck	4	CSP-A410	Exhaust Fans	Quarterly
Interior Building 1	Greenheck	1	SP-A390	Exhaust Fans	Quarterly
Interior Building 2	Greenheck	4	CSP-A410	Exhaust Fans	Quarterly
Interior Building 2	Greenheck	6	SP-A70	Exhaust Fans	Quarterly
Interior Building 2	Greenheck	7	SP-A125	Exhaust Fans	Quarterly
Interior Building 2	Greenheck	3	CSP-A200	Exhaust Fans	Quarterly
Interior Building 3	Greenheck	2	CSP-A410	Exhaust Fans	Quarterly
Interior Building 3	Greenheck	6	SP-A70	Exhaust Fans	Quarterly

Interior Building 3	Greenheck	4	CSP-A125	Exhaust Fans	Quarterly
Interior Building 3	Greenheck	4	CSP-A700	Exhaust Fans	Quarterly
Interior Building 3	Greenheck	3	SP-A200	Exhaust Fans	Quarterly
Inside & Outside Build 1	TRANE-Mitsubishi	1	TURYE1204AN40AN	VRF	Quarterly
Inside & Outside Build 1	TRANE-Mitsubishi	1	TURYE0964AN40AN	VRF	Quarterly
Interior Building 1	TRANE-Mitsubishi	3	TPEFYP030MA144A	Cassette	Quarterly
Interior Building 1	TRANE-Mitsubishi	2	TPEFYP012MA144A	Cassette	Quarterly
Interior Building 1	TRANE-Mitsubishi	2	TPEFYP018MA144A	Cassette	Quarterly
Interior Building 1	TRANE-Mitsubishi	2	TPEFYP024MA144A	Cassette	Quarterly
Interior Building 1	TRANE-Mitsubishi	1	TPLFYP012FM140A	Cassette	Quarterly
Interior Building 1	TRANE-Mitsubishi	1	TPLFYP008FM140A	Cassette	Quarterly
Inside & Outside Build 1	Mitsubishi	2	TUHYE0724AN40AN	Split System w/ Electric Heat	Quarterly
Inside & Outside Build 1	TRANE	1	4TWA7048A4	Split System w/ Electric Heat	Quarterly
Inside & Outside Build 1	TRANE	1	4TWA7060A4	Split System w/ Electric Heat	Quarterly
Inside & Outside Build 1	TRANE	1	4TWA9042A4	Split System w/ Electric Heat	Quarterly
Inside & Outside Build 1	TRANE	1	TWA09044DAA	Split System w/ Electric Heat	Quarterly
Inside & Outside Build 2	TRANE-Mitsubishi	1	TURYE14444N40AN	VRF	Quarterly
Inside & Outside Build 2	TRANE-Mitsubishi	1	TURYE1924N40AN	VRF	Quarterly
Inside Build 2	TRANE-Mitsubishi	1	TPEFYP030MA144A	Cassette	Quarterly
Inside Build 2	TRANE-Mitsubishi	1	TPEFYP012MA144A	Cassette	Quarterly
Inside Build 2	TRANE-Mitsubishi	4	TPEFYP018MA144A	Cassette	Quarterly
Inside Build 2	TRANE-Mitsubishi	3	TPEFYP024MA144A	Cassette	Quarterly
Inside Build 2	TRANE-Mitsubishi	3	TPLFYP012FM140A	Cassette	Quarterly
Inside Build 2	TRANE-Mitsubishi	1	TPEFYP036MA144A	Cassette	Quarterly
Inside Build 2	TRANE-Mitsubishi	2	TPLFYP008FM140A	Cassette	Quarterly
Inside Build 2	TRANE-Mitsubishi	4	TPLFYP005FM140A	Cassette	Quarterly
Inside Build 2	TRANE-Mitsubishi	4	TPEFYP015MA144A	Cassette	Quarterly
Inside & Outside Build 2	Mitsubishi	2	TUHYE14444N41AN	Split System w/ Electric Heat	Quarterly
Inside & Outside Build 2	Mitsubishi	2	TUHY12034N41AN	Split System w/ Electric Heat	Quarterly
Inside & Outside Build 2	TRANE	1	TWA07244DAA	Split System w/ Electric Heat	Quarterly

Inside & Outside Build 2	TRANE	1	4TWA7060A4	Split System w/ Electric Heat	Quarterly
Inside & Outside Build 3	TRANE-Mitsubishi	1	TURYE2644BN40AN	VRF	Quarterly
Inside & Outside Build 3	TRANE-Mitsubishi	1	TURYE3124BN40AN	VRF	Quarterly
Inside & Outside Build 3	TRANE-Mitsubishi	1	TURYE1684AN40AN	VRF	Quarterly
Inside Build 3	TRANE-Mitsubishi	2	TPEFYP030MA144A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	3	TPEFYP012MA144A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	8	TPEFYP018MA144A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	8	TPEFYP024MA144A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	2	TPLFYP012FM140A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	3	TPEFYP036MA144A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	1	TPEFYP008MA144A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	4	TPLFYP005FM140A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	4	TPEFYP015MA144A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	3	TPLFYP018FM140A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	1	TPEFYP024EM140B	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	1	TPLFYP008FM140A	Cassette	Quarterly
Inside Build 3	TRANE-Mitsubishi	1	TPLFYP015FM140A	Cassette	Quarterly
Inside & Outside Build 3	Mitsubishi	2	TUHYE14444N41AN	Split System w/ Electric Heat	Quarterly
Inside & Outside Build 3	Mitsubishi	1	TUHYE1204N41AN	Split System w/ Electric Heat	Quarterly
	TOTALS	151		TOTALS	

## Emergency Management

149 W Black St, Rock Hill, SC 29730

Equipment being replaced in 2024 (below is new equipment)

**24/7**

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
ROOF	DAIKIN	2	REYQ96AATJA	VRV	Quarterly
ROOF	DAIKIN	1	REYQ120AATJA	VRV	Quarterly
ROOF	DAIKIN	2	REYQ168AATJA	VRV	Quarterly
ROOF	DAIKIN	1	REYQ144AATJA	VRV	Quarterly
INTERIOR	DAIKIN	7	FXSQ09TAVJU	Cassette	Quarterly
INTERIOR	DAIKIN	23	FXZQ05TAVJU	Cassette	Quarterly
INTERIOR	DAIKIN	5	FXZQ07TAVJU	Cassette	Quarterly
INTERIOR	DAIKIN	1	FXZQ12TAVJU	Cassette	Quarterly
INTERIOR	DAIKIN	3	FXSQ15AVJU	Cassette	Quarterly
INTERIOR	DAIKIN	3	FXSQ30TAVJU	Cassette	Quarterly
INTERIOR	DAIKIN	2	FXSQ24TAVJU	Cassette	Quarterly
INTERIOR	DAIKIN	1	FXSQ18TAVJU	Cassette	Quarterly



INTERIOR	DAIKIN	3	FXSQ48TAJU	Cassette	Quarterly
ROOF	GREENHACK	1	RVE-40	DOAS	Quarterly
	TOTALS	55		TOTALS	

## Prison

778 Justice Blvd, York SC 29745

Equipment being replaced in 2024 (below is new equipment)

**24/7**

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Outside	TRANE	2	YCH480	AHU	Quarterly
Outside	TRANE	3	YHJ180	AHU	Quarterly
Outside	TRANE	2	YHJ090	AHU	Quarterly
Inside & Outside	TRANE	2	YHJ150	AHU	Quarterly
Inside & Outside	mitsubishi	1	NTXSMT09	Split System w/ Heat	Quarterly
Inside & Outside	TRANE	1	4TWR4024	Split System w/ Heat	Quarterly
	TOTALS	11		TOTALS	

## Public Works

220 Public Works Road, York SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	AAON	1	V3-CRB-8-0-142D-3ES	Split System w/ Heat	Bi-Annual
Inside & Outside	AAON	1	V3-BRB-8-0-142D-3CS	Split System w/ Heat	Bi-Annual
Inside & Outside	AAON	1	V3-CRB-8-0-142D-3B2	Split System w/ Heat	Bi-Annual
Inside & Outside	AAON	1	V3-BRB-8-0-141D-3B2	Split System w/ Heat	Bi-Annual
Inside & Outside	AAON	1	V3-BRB-8-0-141D-3B2	Split System w/ Heat	Bi-Annual
Inside & Outside	AAON	1	CFA-006-A-A-8-DJ00H	Split System w/ Heat	Bi-Annual
Inside & Outside	AAON	1	CFA-004-A-A-8-DJ00H	Split System w/ Heat	Bi-Annual
Inside & Outside	AAON	1	CFA-004-A-A-8-DJ00H	Split System w/ Heat	Bi-Annual
Inside & Outside	AAON	1	CFA-013-B-A-8-DJ00K	Split System w/ Heat	Bi-Annual
Inside & Outside	AAON	1	CFA-009-B-A-8-DJ00K	Split System w/ Heat	Bi-Annual
Inside & Outside	Samsung	1	AR18KSWSJWKX	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWB3042A1000BB	Split System w/ Heat	Bi-Annual

Inside & Outside	TRANE	1	4TWB3036A1000BB	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWA3060A3000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWB3030A1000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	Samsung	1	AJ024JCJ3CH	Split System w/ Heat	Bi-Annual
	TOTALS	16		TOTALS	

## Planning

18 W Liberty St, York SC 29745

Equipment being replaced in 2025 (below is new equipment)

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE-Mitsubishi	1	TURYE1443AN40AN	VRF	Bi-Annual
Inside & Outside	TRANE-Mitsubishi	1	TURYE2403BN40AN	VRF	Bi-Annual
Interior	TRANE-Mitsubishi	3	TPEYP012MA144A	Cassette	Bi-Annual
Interior	TRANE-Mitsubishi	4	TPLFYP005FM140A	Cassette	Bi-Annual
Interior	TRANE-Mitsubishi	5	TPEFYP012MA144A	Cassette	Bi-Annual
Interior	TRANE-Mitsubishi	6	TPEFYP018MA144A	Cassette	Bi-Annual
Interior	TRANE-Mitsubishi	1	TPLYP018EM141B	Cassette	Bi-Annual
Interior	TRANE-Mitsubishi	1	TPLFY0012EM140A	Cassette	Bi-Annual
Interior	TRANE-Mitsubishi	2	TPLFYP008FM140A	Cassette	Bi-Annual
Interior	TRANE-Mitsubishi	1	TPEFYP024MA144A	Cassette	Bi-Annual
Interior	TRANE-Mitsubishi	1	TPEFYP006MA144A	Cassette	Bi-Annual
Interior	TRANE-Mitsubishi	1	TPEYP0720A140A	Cassette	Bi-Annual
Inside & Outside	Mitsubishi	1	TURYP1203AN40AN	Split System w/ Heat	Bi-Annual
Interior	LG	1	LSU240HSV	Split System w/ Heat	Bi-Annual
Restrooms	Greenheck	5	CSP-A1410	Exhaust Fans	Bi-Annual
	TOTALS	34		TOTALS	

## York Courthouse

2 S Congress St, York SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	LG	2	ARUB288BTE4	VRF	Quarterly
Inside & Outside	LG	1	ARUB240BTE4	VRF	Quarterly
Inside & Outside	LG	1	ARUB192BTE4	VRF	Quarterly
Interior	LG	9	ARNU073TRC2	Cassette	Quarterly
Interior	LG	1	ARNU363TNC2	Cassette	Quarterly
Interior	LG	4	ARNU093TRC2	Cassette	Quarterly
Interior	LG	4	ARNU183S5L2	Cassette	Quarterly
Interior	LG	11	ARNU183TNAA	Cassette	Quarterly

Interior	LG	6	ARNU123TRC2	Cassette	Quarterly
Interior	LG	1	ARNU153TQC2	Cassette	Quarterly
Interior	LG	1	ARNU243S5L2	Cassette	Quarterly
Interior	LG	1	ARNU243BGA4	Cassette	Quarterly
Interior	LG	4	ARNU243TNA4	Cassette	Quarterly
Interior	LG	6	ARNU153CEU4	Cassette	Quarterly
Interior	LG	1	ARNU183BGA4	Cassette	Quarterly
Interior	LG	1	ARNU073SBL4	Cassette	Quarterly
Interior	LG	2	ARNU153SBL4	Cassette	Quarterly
Interior	LG	1	ARNU093TNA4	Cassette	Quarterly
Interior	LG	2	ARNU183TQC2	Cassette	Quarterly
Interior	LG	2	ARNU153TNA4	Cassette	Quarterly
Interior	LG	1	ARNU363BGA4	Cassette	Quarterly
Interior	LG	1	ARNU283BGA4	Cassette	Quarterly
Interior	LG	8	ARNU183CFU4	Cassette	Quarterly
Interior	LG	4	ARNU243CFU4	Cassette	Quarterly
Interior	LG	1	ARNU093TRC2	Cassette	Quarterly
Interior	LG	1	ARNU283TMA4	Cassette	Quarterly
Interior	LG	20	PRH041A	HRY	Quarterly
Inside & Outside	Greenheck	2	G-090-VG	Exhaust	Quarterly
Inside & Outside	Greenheck	1	SQ-70-VG	Exhaust	Quarterly
Inside & Outside	Greenheck	2	SP-B90	Exhaust	Quarterly
Inside & Outside	Greenheck	1	SQ-100-VG	Exhaust	Quarterly
Inside & Outside	Daiken	1	DPS025AHMG2PC-4	DOAS	Quarterly
	TOTALS	104		TOTALS	

521 Complex Ln, York, SC 29745

# Road Maintenance

510 Complex Ln, York, SC 29745

	TOTALS	1		TOTALS	
236 N Park (Future Rock Hill Sheriff District Office)					
236 N Park, Rock Hill, SC 29730			Equipment being replaced in 2025 (below is new equipment)		
Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
ROOF	DAIKIN	2	REYQ336AATJA	VRF	Bi-Annual
INTERIOR	DAIKIN	4	FXSQ30TAVJU	FCU-Cassette	Bi-Annual
ROOF	DAIKIN	7	FXZQ07MVJU9	FCU-Cassette	Bi-Annual
ROOF	DAIKIN	3	FXZQ15MVJU9	FCU-Cassette	Bi-Annual
INTERIOR	DAIKIN	2	FXZQ18MVJU9	FCU-Cassette	Bi-Annual
INTERIOR	DAIKIN	2	FXZQ12MVJU9	FCU-Cassette	Bi-Annual
INTERIOR	DAIKIN	1	FXSQ24TAVJU	FCU-Cassette	Bi-Annual
INTERIOR	DAIKIN	3	FXZQ09MVJU9	FCU-Cassette	Bi-Annual
INTERIOR	DAIKIN	1	FXSQ18TAVJU	FCU-Cassette	Bi-Annual
INTERIOR	DAIKIN	2	FXSQ12TAVJU	FCU-Cassette	Bi-Annual
INTERIOR	DAIKIN	1	FXSQ05TAVJU	FCU-Cassette	Bi-Annual
INTERIOR	DAIKIN	1	FXSQ07TAVJU	FCU-Cassette	Bi-Annual
Inside & Outside	MITSUBISHI	1	PUY-A18NKA47	Split System w/ Heat	Bi-Annual
Inside & Outside	MITSUBISHI	1	PUY-A12NKA7	Split System w/ Heat	Bi-Annual
Inside & Outside	MITSUBISHI	1	SUZ-KA12NAHZ	Split System w/ Heat	Bi-Annual
INTERIOR	GREENHACK	1	G-095-VG	Exhaust Fans	Bi-Annual
INTERIOR	GREENHACK	1	G-090-VG	Exhaust Fans	Bi-Annual
INTERIOR	GREENHACK	2	G-060-VG	Exhaust Fans	Bi-Annual
ROOF	GREENHACK	1	RV-25-7.5A-1-E1	DOAS	Bi-Annual
	TOTALS	37		TOTALS	

## ZONE 2

### Clemson

120 N Congress St, York SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	York	1	HA090C00A2AAA1A	Split System w/ Gas Heat	Bi-Annual
Inside & Outside	York	1	H1RD036S25B	Split System w/ Gas Heat	Bi-Annual
	TOTALS	2		TOTALS	

### York Health

116 N Congress St, York SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE	1	4TWA3036A3000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWB3042A1000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWA3036A3000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWA3036A3000BA	Split System w/ Heat	Bi-Annual
	TOTALS	4		TOTALS	

### DSS

933 Heckle Blvd, Rock Hill, SC 29732

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE	2	4TWA3048A4000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	2	4TWA3036A3000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	13	4TWA3060A3000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	5	4TWA3030A3000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	4	4TWB3018A1000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWB3024A1000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	Mitsubishi	2	PUY-A12NHA3	Split System w/ Heat	Bi-Annual
	TOTALS	29		TOTALS	

## Coroner's Office

933 Heckle Blvd, Rock Hill, SC 29732

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE	1	4TWA3030A3000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWA3042A3000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWB3024A1000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWB3018A1000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	Mitsubishi	1	PUY-A12NHA3	Split System w/ Heat	Bi-Annual
	TOTALS	5		TOTALS	

## Passport Office

933 Heckle Blvd, Rock Hill, SC 29732

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	Carrier	1	25HA460A500	Split System w/ Heat	Bi-Annual
Inside & Outside	Carrier	1	25HA436A500	Split System w/ Heat	Bi-Annual
	TOTALS	2		TOTALS	

## Rock Hill Sheriff District Office

515 Cherry Road, Rock Hill, SC 29730

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE	2	4TWA3060A3000BA	Split System w/ Heat	Bi-Annual
Inside & Outside	Mitsubishi	1	MU-A-09WA	Split System w/ Heat	Bi-Annual
Inside & Outside	York	1	YC2E60SB21SA	Split System w/ Heat	Bi-Annual
Mechanical Room	Burnham	1	4FW.63.50.LB	Boiler	Bi-Annual
Outside	TRANE	1	CGAFC20EAKB1000DE	Chiller	Bi-Annual
Outside	York	1		Chiller	Bi-Annual
Inside	Snyder General	2	TSF081DR	FCU	Bi-Annual
Inside	Snyder General	2	TSF101DR	FCU	Bi-Annual
Inside	Snyder General	5	TSF061DR	FCU	Bi-Annual
Inside	Snyder General	8	TSF041DR	FCU	Bi-Annual

Mechanical Room	Baldor	2	M3116T	Pump	Bi-Annual
Mechanical Room	Marathon	1	9VC56T34D5815AP	Pump	Bi-Annual
	TOTALS	27		TOTALS	

## Clover Magistrate

201 S Main St, Clover, SC

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	York	1	PHEYB3631A	Split System w/ Heat	Bi-Annual
Inside & Outside	Goodman	1	CE60-3B	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	TTA060C300A0	Split System w/ Heat	Bi-Annual
	TOTALS	3		TOTALS	

## Scale House

289 Public Works Road, York, SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE	1	4TWB3048A100BB	Split System w/ Heat	Bi-Annual
	TOTALS	1		TOTALS	

## Transfer Station

330 Public Works Rd, York SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE	1	5TEC3F30B1000AA	Split System w/ Heat	Bi-Annual
	TOTALS	1		TOTALS	

## Fire Training Center

2500 McFarland Rd, York, SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	York	2	YHJF48S41S5A	Split System w/ Heat	Bi-Annual
Inside & Outside	York	1	YH2E60TB21SA	Split System	Bi-Annual

				w/ Heat	
Inside & Outside	York	3	YHJF36S41S4A	Split System w/ Heat	Bi-Annual
Inside & Outside	York	2	YHJF60T41S1A	Split System w/ Heat	Bi-Annual
Inside & Outside	York	1	YCJF48S41S2A	Split System w/ Heat	Bi-Annual
Inside & Outside	Mitsubishi	1	MUY-A24NA	Split System w/ Heat	Bi-Annual
	TOTALS	10		TOTALS	

## Fort Mill Magistrate

120 E Elliot St, Fort Mill, SC 29715

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE	2	4TWR4036G1000AA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWR4024G1000AB	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWR4060G1000AA	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWR4048G1000AA	Split System w/ Heat	Bi-Annual
Inside & Outside	DAIKIN	4	DZ14SA0361KD	Split System w/ Heat	Bi-Annual
Inside & Outside	DAIKIN	2	DZ14SA0601KC	Split System w/ Heat	Bi-Annual
Inside & Outside	DAIKIN	1	DZ14SA0301KC	Split System w/ Heat	Bi-Annual
Inside & Outside	DAIKIN	1	DZ14SA0181KD	Split System w/ Heat	Bi-Annual
Inside & Outside	MITSUBSHI	1	PUZ-A24NHA7	Split System w/ Heat	Bi-Annual
Inside & Outside	AMERICAN STANDARD	1		Split System w/ Heat	Bi-Annual
Inside & Outside	DAIKIN	1	DZ14SA042KC	Split System w/ Heat	Bi-Annual
	TOTALS	16		TOTALS	

## K9

260 Public Works Rd, York, SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	GOODMAN	1	GPG1330070M41CA	Split System w/ Heat	Bi-Annual
Inside & Outside	GOODMAN	1	GPG1342090M41AA	Split System	Bi-Annual



				w/ Heat	
Inside & Outside	TRANE	1	YHC067E3RHA0SC6E	Split System w/ Heat	Bi-Annual
	TOTALS	3		TOTALS	

## Legal & Risk Management

20 W Liberty St, York SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE	1	2TWR2030B1000A	Split System w/ Heat	Bi-Annual
Inside & Outside	AMERICAN STANDARD	1	4TWB3030C1000A	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWB3060A100AA	Split System w/ Heat	Bi-Annual
Inside & Outside	CARRIER	1	38AUQA08A0A5A0A0A0	Split System w/ Heat	Bi-Annual
	TOTALS	4		TOTALS	

## LETC

92 Stoneybrook DR, York, SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
OUTSIDE	TRANE	2	J152FN30D2A1BAA1E1	RTU	Bi-Annual
Inside & Outside	mitsubishi	1	MUZ-HM15NA	Split System w/ Heat	Bi-Annual
Inside & Outside	mitsubishi	6	MUZ-HM18NA	Split System w/ Heat	Bi-Annual
Inside & Outside	mitsubishi	1	MUZ-A24NA	Split System w/ Heat	Bi-Annual
Inside & Outside	mitsubishi	3	MUZ-GE15NA	Split System w/ Heat	Bi-Annual
Inside & Outside	mitsubishi	2	NTXSEL12A112AB	Split System w/ Heat	Bi-Annual
Inside & Outside	mitsubishi	1	NTXSMT15A112AB	Split System w/ Heat	Bi-Annual
Inside & Outside	mitsubishi	1	MUZ-HM12NA	Split System w/ Heat	Bi-Annual
Inside & Outside	DAIKIN	1	RXB18AXVJU	Split System w/ Heat	Bi-Annual
	TOTALS	18		TOTALS	

## Vehicle Wash

536 Complex Ln, York, SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	DAIKIN	1	RXB09AXVJU	Split System w/ Heat	Bi-Annual
	TOTALS	1		TOTALS	

## Recycling Center

320 Recycling Center Way, York, SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	DAIKIN	1	2MX518NMVJU4	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	TWA090D40RAB	Split System w/ Heat	Bi-Annual
Inside & Outside	TRANE	1	4TWA4048A4000AA	Split System w/ Heat	Bi-Annual
Inside & Outside	MITSUBISHI	2	SUK-KA09NA	Split System w/ Heat	Bi-Annual
	TOTALS	5		TOTALS	

## Fort Mill Sheriff & Economic Development

1818 Second Baxter Crossing, Fort Mill, 29708

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Unit #5	TRANE	1	4TWA4048A3000A	Split System w/ Heat	Bi-Annual
Unit #6	TRANE	1	4TWR4036G1000AA	Split System w/ Heat	Bi-Annual
Unit #7	TRANE	1	4TWA4048A3000A	Split System w/ Heat	Bi-Annual
Unit #10	TRANE	1	TWA09043AAB00AR0	Split System w/ Heat	Bi-Annual
Unit #11	TRANE	1	4TWA4048A3000A	Split System w/ Heat	Bi-Annual
Unit #12	TRANE	1	4TWR4024G100AB	Split System w/ Heat	Bi-Annual
	TOTALS	6		TOTALS	

## Sheriff Lake Patrol

4755 E Liberty St, York, SC 29745

Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	Bard	2	W36AB-A10	AHU	Bi-Annual

	TOTALS	2		TOTALS	
<b>Sherriff Firing Range</b> 739 Justice Blvd, York SC 29745					
Location	Equipment Manufacturer	Quantity	Model	Unit Designation	# of PMs
Inside & Outside	TRANE	1	A4HP4060A1000AA	Split System w/ Heat	Bi-Annual
	TOTALS	1		TOTALS	

## 1.8 Detailed List of Equipment and PM needed

### Boiler

- Follow all manufacturer guidelines
- Check flame signal strength for both pilot and main flame. Check igniter and burner operation.
- Check main burner fuel safety shutoff valves for leakage. Check high pressure/temperature interlocks.
- Manually lift safety valve by hand.
- Check pressure reducer valve (PRV).
- Inspect burner components.
- Check flame failure system components.
- Check piping and wiring of all interlocks and shutoff valves. Recalibrate all instruments, indicating and recording gauges. Perform a slow drain test for low water cut-off.
- Check combustion control system.
- Test boiler safety valves according to ASME.

### Condenser/Chilled/Hot Water Pumps

- Follow all manufacturer guidelines
- Lubricate drive motors utilizing means and methods prescribed by the equipment manufacturer.
- Check all electrical connections and service as needed.
- Check motor starters, contactors and overloads for proper operation and condition, service, repair or replace as needed.
- Check variable frequency drives and service per manufacturer's recommendations (if applicable).
- Verify operation and accuracy of controls, interlocks and input and output devices associated with the pump.
- Submit report stating existing conditions and any additional repairs or modification that may be required.

- Check motor temperatures.
- Check water seals.
- Check pump and shaft alignment and couplings, replace as required.

### Chiller System (Air Cooled System)

- Follow all manufacturer guidelines
- Clean condenser and evaporator coils
- Lubricate moving parts
- Check refrigerant levels
- Inspect electrical components
- Test water quality
- Calibrate the temperature
- Inspect insulation and seals
- Condenser fans should be clean, bearings checked for wear and lubricated

### Air Handler

- Follow all manufacturer guidelines
- Perform a visual inspection and check for unusual noise or vibration.
- Check for particulate accumulation on filters.
- Clean and inspect cooling coils.
- Inspect drain pan, condensate drain line and trap. Clean and renew pan chemical.
- Check piping serving unit for damage or deterioration, replace or repair as needed, and repair or replace damaged insulation on piping.
- Check operation of chilled water control valves, check position feedback for accuracy, and calibrate, repair or replace as needed.
- Inspect fan wheels for damage. Clean at least one per year and as needed.
- Inspect drive sheaves for wear and damage. Repair or replace as needed.
- Check belt condition, alignment, and tension. Replace at least once per year and as needed/required.
- Lubricate motor and blower bearings as required (twice per year).
- Check bearing and motor mounting. Service as needed.
- Check motor operating voltage and amperages. Record readings.
- Check variable frequency drive and service per manufacturer's recommendations.
- Check electrical connections, motor starters, relay overload and associated electrical equipment for condition and proper operation. Service, repair or replace as needed.
- Check dampers for proper operation and adjust, if necessary or applicable.
- Replace and properly secure any doors or access panels removed during inspection.
- Submit report stating existing conditions and any additional repairs or modifications that may be required.

## Economizer

- Follow all manufacturer guidelines
- Perform a visual inspection, check all louvers and dampers for unusual noise or vibration.
- Blades should be checked in a closed position to insure tight closure.
- Check all blades for freedom of movement. Blades should be disconnected from their operators and manually checked.
- Check all linkage, pins, bushings, connection bars and operator connectors for proper alignment, fit, wear, corrosion or rust.
- Check motor dampers through an operation cycle to ensure the HVAC system controls are properly sending and receiving commands.

## Building Static Exhaust Fans

- Follow all manufacturer guidelines
- Check operation of the units.
- Check associated Variable Speed Drive and service per the manufacturer's recommendations.
- Check electrical wiring and electrical components for proper operation.
- Check operation of the control circuit and the system interlocks.
- Inspect fan wheel or blades for damage.
- Inspect shaft and motor bearings.
- Verify proper pulley alignment.
- Inspect belts and replace once per year and as required.
- Verify proper fan belt tension.
- Lube all motors and bearings.
- Brush clean fan wheel or blades.
- Check all associated dampers and damper assemblies for proper operation. Clean and lubricate per manufacturer's recommendations. This includes the gravity dampers, intake, and exhaust dampers. On motor driven dampers, exercise the dampers. Check for full range of motion without binding. Check position feedback for accuracy. Service and repair as needed.
- Measure motor voltage and amperage.
- Verify integrity of housing and connections.
- Inspect starter/contractor and associated wiring including electrical connections for tightness. Replace or repair as needed.
- Check associated Variable Speed Drive and service per manufacturer's recommendations.
- Assess field-serviceable bearings. Lubricate as necessary.
- Visually inspect exposed ductwork and external piping.

## Air Filter Change Requirements

- Filter changing frequency and filter types should be completed each PM service.

**VAV Preventive Maintenance Task List**

Component	Action	Annually
VAV Box – Duct Connections	Check VAV box duct connections for leakage or movement. Verify that hangers and mountings are secure.	X
VAV Box Zone Temperature Sensor (Thermostat)	Verify function and accuracy (compared to calibrated value). Check signal to controller to verify corresponding control, damper action, and minimum setting.	X
VAV Box – Airflow Sensor	Verify function of flow sensor (compared to calibrated value) and corresponding control of box damper. Clean sensor per manufacturer's recommendations.	X
VAV Box – Controls	Verify function by technology type and per manufacturer's recommendations: Pneumatic – check for air leaks in hoses and fittings. Electronic – check for proper electrical connections. Direct Digital Control (DDC) – check for proper connections corresponding to damper action.	
VAV Box – Damper	Check seals and alignment in duct.	
VAV Box – Damper Linkage and Control	Check linkage for tension and position relative to control point. Lubricate per manufacturer's recommendation. Verify minimum and maximum positions are correct.	X
VAV Box – Filter (if present)	Check, clean, and/or replace filters on all fan-powered VAV boxes. Change per manufacturer's recommendations.	X
VAV Box – Hydronic Reheat (if present)	Check and clean reheat coil using spray cleaner, wire brush and air pressure. <b>Check control valve and fittings for water leaks</b> , and check coil for cleanliness and fin condition.	X

*YC Facilities will work with contractor to find all VAVs*

## Split System

- Follow all manufacturer guidelines
- Clean and inspect the evaporator and condenser coils
- Inspect fan, bearings and belts for tightness and wear, change belts once per year and as needed
- Inspect drain pan, condensate drain line and trap. Clean and renew pan chemical
- Replace and properly secure any doors or access panels removed during inspection.
- Verify correct refrigerant charge
- Inspect electrical terminals, if necessary clean and tighten connections
- Lubricate all motors and non-sealed moving parts
- Check heat strip amps
- Check operation of defrost board if applicable
- Inspect gas piping, flue vent, gas pressure, burner combustion and heat exchanger
- Check operation of all components to ensure proper and safe operation

## Variable Refrigerant Flow (VRF) System (this includes Cassettes & FCU)

- Follow all manufacturer guidelines
- Clean/replace filters
- Inspect and clean condensate drain pan and line
- Check and clean condensate pump
- Check and clean fan blades
- lean the heat exchanger fins
- Inspect refrigerant piping visually for leaks ensure insulation is in good condition
- Inspect branch controller visually for leaks ensure insulation is in good condition
- Outdoor unit, check and clean fan blades, ensure proper operation
- Clean outdoor heat exchanger/coils

- Visually inspect refrigerant piping for cracks or leaks, ensure insulation is in good condition
- Verify correct refrigerant charge
- Check electrical connections/terminals clean and tighten if necessary
- Inspect and service the inverter compressor to ensure proper operation
- Check operation of all components to ensure proper and safe operation
- Replace and properly secure any doors or access panels removed during inspection.

## **SECTION 2 OTHER REQUIREMENTS**

### **2.1 License**

Offeror must be licensed to do business in the State of South Carolina. The Offeror must comply with the laws of South Carolina including obtaining proper licensure with this State if required to perform the specifications described in this request.

### **2.2 Insurance**

Offeror must also provide: (1) general liability insurance coverage of at least \$1 Million per occurrence; (2) automobile liability coverage for owned, non-owned, and rented automobiles with limits of \$1 Million per occurrence; and (3) Workers Compensation and Employer's Liability Insurance in an amount equal to the South Carolina statutory limits.

All required insurance shall be placed with a carrier(s) having an A.M. Best's rating of A- or better. York County shall be named as an additional insured.

All per occurrence and annual aggregate amounts listed above must be site-specific for York County covering claims arising from the services rendered to York County under any agreement between the York County and the proposer.

All insurance must cover the proposer and all of its employees; any sub-contracted firms must have this same coverage.

## **SECTION 3 INSTRUCTIONS TO OFFERORS**

### **3.1 Submission Format**

The Proposal should include the following information with section headers to identify each section. Failure to submit this information will render your Proposal as non-responsive.

All proposals shall be valid for a period of ninety (90) days after opening. Firms shall be prepared to meet with County staff to discuss any portion of their proposal before a decision is made concerning responses associated or incurred in preparing or responding to this request. The original proposal

package shall be clearly identified. All submitted responses will be retained as property of the County and will not be returned.

Proposals and supplemental information shall be limited to no more than twenty (20) pages of material. The 20-page limit does not include the cover letter, table of contents, or County forms. If proposal is printed on front and back of page then each side is a page.

The Firm shall prepare a response to all of the following requests for information. Each section should begin on a separate sheet.

## **SECTION 1: Signatory / Information Sheets**

### **A. Cover Letter**

A maximum one (1) page, dated Cover Letter, including the legal name of the Offeror, address, telephone and email address, shall be provided that contains a summary of the Offeror's ability to perform the services requested in this proposal and confirm that the Offeror is willing to perform those services and enter into a contract with York County. The letter shall be signed by a person having the authority to commit the Offeror to a contract.

### **B. Table of Contents**

Proposals shall include a table of contents and corresponding page numbers. Pages should be consecutively numbered in the right-hand corner and each page shall have a footer indicating the name of the Offeror. A Table of Contents of the material contained in the proposal must follow the Cover Letter.

### **C. Signatory Sheet (Attached)**

## **SECTION 2: Introduction**

Provide an executive summary highlighting the major points of the submittal.

## **SECTION 3: Evaluation Factors**

### **A. Qualifications & Experience (40% of Score).**

- Provide a description and history of your company along with information related to previous experience of providing services similar in nature, size and scope to those outlined in Scope of Work
- Provide at least three (3) and no more than (6) references for which the firm has performed services within the past five years that are similar to the requirements in the scope of Work outlined herein of this RFQ. Contractor shall provide a narrative clearly



addressing their qualifications, and acknowledgement of scope. The Contractor will provide background information including any contact information required to confirm Contractor's stated qualifications and experience

- Provide list of equipment that your company is authorized to perform repairs
- List South Carolina License's currently held as well as license numbers

**B. Ability & Capability of Key Staff** (30% of Score).

- Provide a resume of key personal and that will be working with York County

**C. Accessibility & Projected Workload** (30% of Score).

- Provide accessibility of Contractor to the YC Facilities and the ability to meet the required response times listed in RFQ
- Provide location of responding office to York County Facilities

**D. Selection of Zone(s)** (No Bearing on Score). Please indicate if you are interested in Zone 1 or Zone 2 or if you would like to be considered for both zones

- Zone 1 – EOC Cooler; Heckle Complex; Emergency Management; Prison; Public Works; Planning; York Courthouse; Equipment Maintenance; Road Maintenance; 236 N Park;
- Zone 2 – Clemson; York Health; DSS; Coroner; Passport; 515 Cherry Rd; Clover Magistrate; Scale House; Transfer Station; Fire Training Center; Fort Mill Magistrate; K9; Legal; LETC; Recycling Center; Fort Mill Sheriff & Economic Development; Lake Patrol; Firing Range.

### **3.2 Preparation of Proposal**

All proposals should be complete and carefully worded and must convey all information requested by York County. If errors are found in the proposal, or if the proposal fails to conform to the requirements of the RFQ, the evaluating committee will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form. If additional information is required, Offeror shall supply additional materials as needed for the evaluating committee's internal use. York County reserves the right to reproduce proposals for internal use in the evaluation process.

All proposals shall provide a straight-forward, concise description of Offeror's ability to satisfy the requirements of the RFQ.

All documentation submitted with the proposal should be in a single volume

If a proposal includes any documents or comment(s) over and above the specific information requested in this RFQ, such material must be uploaded under other files in the GetAll portal.

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

### **3.3 Submitting Redacted Copy**

Proposals received by York County are considered public documents under the provisions of the South Carolina Code of Laws, Section 30-4-40, Freedom of Information Act (FOIA). If proposal includes information marked as Confidential, "Trade Secret," or "Protected", Offeror must also submit one complete digital copy in PDF format, of the proposal from which Offeror has removed or concealed such information (redacted copy). The redacted copies should (1) reflect the same pagination as the original, (2) show the empty space from which information was redacted. Except for the information removed or concealed, the redacted copies must be identical to the original proposal, and the Procurement Officer must be able to view, search, copy, and print the redacted digital copy without a password. Marking the entire proposal as Confidential/Proprietary is not in conformance with the South Carolina Freedom of Information Act absent explanation providing an exemption under Section 30-4-40

### **3.4 Submittal**

**Online submittal:** Electronic submittals shall be uploaded in PDF format via the Getall portal which can be accessed at <https://www.yorkcountygov.com/217/Procurement> under Active Bids. To ensure that an electronic submittal is received by the due date and time, it is recommended that submittals are uploaded allowing sufficient time prior to deadline. An email confirmation of submittal will be received after clicking on the Confirm Bid button in the GetAll system. If confirmation email is not received, contact GetAll support at [support@getall.com](mailto:support@getall.com) to confirm submittal was successful. The Offeror shall be responsible for confirming that submittal is received by the deadline. Any submittal received after the closing date and time deadline will not be considered.

**For step by step instructions on how to submit a response select Help and then Quick Reference in the Getall portal.**

**In Person/Courier Delivered Submittals:** If Offeror elects to submit proposal in person or by mail instead of electronic submission, proposals must be received at the location given below no later than the deadline on page 1 of this document. Information must be received at the York County Procurement Department, Room 3501, located at 6 S. Congress St., York, S.C. 29745 and must include one (1) original, and one electronic copy on a USB drive. Faxed information is not acceptable. Proposals received after specified time and date will be rejected as non-responsive.

### **3.5 Intent**

It is the intent and purpose of York County that this Request permits competition. It must be the Offeror's responsibility to advise York County if any language, requirements, etc., or any combinations thereof, inadvertently limits the requirements stated in this request to a single source.

It is also the intent of this Request to give equal consideration to all Offerors. While evaluating each Proposal.

### **3.6 Additional Information**

York County reserves the right to reject any or all responses, waive any technicalities and select the Offeror who is determined to best meet the needs of the County for this Request.

To assure clarity, all Offerors may contact the appropriate county officials as listed in the Inquiries section of this solicitation, via email and ask pertinent questions regarding the requirements/specifications of this Request. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of Proposals will be given consideration unless otherwise specified on cover page. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, posted on the County's website [www.yorkcountygov.com](http://www.yorkcountygov.com). Each Offeror must acknowledge receipt of such addenda in the space provided in the Proposal document. In case any Offeror fails to acknowledge receipt of such addenda or addendum, the Proposal will nevertheless be construed as though it had been received and acknowledged and the submission of the Proposal will constitute acknowledgement of the receipt of same. It is the responsibility of each Offeror to verify that he/she has received all addenda issued before Proposals are opened. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

### **3.7 Inquiries**

**General questions about this solicitation should be submitted through the [Getall](#) portal, by selecting the questions icon in the corresponding Q&A column.**

## **SECTION 4 EVALUATION, AWARD, AND CONTRACT**

### **4.1 Evaluation of Proposals**

The Offerors' proposals will be evaluated by a committee comprised of county officials and key personnel with experience and knowledge of services and contracts of this scope and nature. The Offerors' approach, past performance, personnel experience/project team, experience in the services outlined in Section 1 of this document, in addition to the merits of the Proposal are the general Evaluation Criteria. Each committee member will independently evaluate these criteria. Once the committee has evaluated each proposal, the score will be tallied.

York County reserves the right to reject any and all Proposals at any time prior to award; and to waive informalities and minor irregularities, and request additional information or clarifications in the evaluation of responses received. York County shall select the offer that best serves the interest of York County; Offerors are advised to provide all pertinent information required by the Proposal in their written response.

## **4.2 Presentations**

York County may require oral and visual presentation from those firms that are ranked or short-listed. This shall be done at York County's sole discretion when it feels presentations are essential as part of the evaluation process. It is the intention of York County to short list three (3) firms and rank each of them according to the most qualified firm with a Proposal and presentation that best suit the needs of York County.

## **4.3 Award**

The County shall award this contract to the highest scoring Offeror who best meets the terms and conditions of the Proposal. The award will be made on basis of evaluation of Proposals, and presentations when applicable.

Upon review of Proposals for responsiveness, and satisfaction that the Offeror is responsible, then upon approval of the York County Council, a Purchase Order will be issued to that best suited Offeror.

## **4.4 Terms of Contract**

The contract term shall be for three (3) years with two (2) additional one (1) year renewal options.

The Contract must be valid from the date of the initial Purchase Order and must remain valid for the duration of term mentioned above.

Breach or non-performance of any Contract term must constitute cause upon which the County may immediately terminate the Contract by written notice. A waiver by the County of any breach or non-performance of any term of this agreement must not operate as a waiver of any subsequent breach or non-performance.

## **4.5 Termination of Contract**

Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing thirty (30) days written notice to the other party.

Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of York County without the required (30) days advance written notice, then York County must negotiate reasonable termination costs, if applicable.

Cause: Termination by York County for cause, default or negligence on the part of the Offeror must be excluded from the foregoing provisions; termination costs, if any must not apply. The thirty (30) days advance notice requirement is waived and the default provision listed herein must apply.

Default: In case of default of Offeror, York County reserves the right to purchase/lease any or all items or all items/services in default open market, charging Offeror with any excessive costs.

#### **4.6 Non-Appropriation Clause**

Notwithstanding any other provision of this request/agreement, all obligations of the County under this solicitation which require the expenditure of funds are conditioned on the availability of funds appropriated for that purpose.

#### **4.7 Protest**

This option is available to any actual Offeror, contractor or subcontractor aggrieved in connection with the intended award or award of a contract via protest to the appropriate procurement officer within seven days, but not thereafter, of the date notification of award is posted. The first step in this process must be formally addressed to the Procurement Director after the award decision, and subsequently progress to the County Council in the event that a mutual agreement cannot be obtained in the remedy of the award decision.

### **SECTION 5 TERMS AND CONDITIONS**

#### **5.1 Acceptance and Deviations**

Each Offeror must meet all of the specifications and proposal terms and conditions. By virtue of the proposal submission, the Offeror acknowledges agreement with and acceptance of all provisions of the specifications except as expressly qualified in the Proposal. Non-substantial deviations may be considered provided that the Offeror submits a full description and explanation of and justification for the proposed deviations titled Exceptions. Whether any proposed deviation is non-substantial will be determined by York County in its sole discretion.

#### **5.2 General Requirements**

All Offerors including the employees of the Offeror must comply with all applicable Federal, State, and County laws pertaining to contracts entered into by governmental agencies, including non-discrimination employment. Contracts entered into on the basis of submitted proposal responses are revocable if contrary to law. Contracts for work resulting from this request will obligate the Offeror to not discriminate on the basis of race, color, creed, religion, handicap, or national origin in their employment practices.

#### **5.3 Title VI of the Civil Rights Act of 1964**

Offerors shall comply with Title VI of the Civil Rights Act of 1964. York County strongly encourages the use of and involvement of Disadvantaged Business Enterprises (DBE).

#### **5.4 Conflict of Interest**

The successful firm shall not knowingly employ, during the period of a contract, or any extensions to it, any professional personnel who are also in the employ of York County and who are providing services involving this request or services similar in nature to the scope of this request to the County. Furthermore, the firm shall not knowingly employ, during the period of a contract or any extensions to

it, any York County employee who has participated in the making of a contract until at least two years after his/her termination of employment with York County.

## **5.5 Indemnification and Hold Harmless**

The successful firm shall agree to protect, defend, indemnify, and forever hold harmless, the County, its agents, officers, and employees, from and against any and all claims, liabilities, damages, costs, actions, proceedings, of any nature whatsoever, however alleged or termed, or in any lawsuits, arising in any manner out of any action or failure to act, by the firm, its officers, agents, and employees, or relating to or arising out of the performance or failure to perform, by the firm, its officers, agents, and employees, any obligations arising under its agreement with the County, or any other type claim/lawsuit whatsoever, however alleged or termed, which may arise at any time as a result of or related to the provision of service(s) for the County by the successful firm, without regard to the source, nature, or validity of the claim/lawsuit. Losses, liabilities, expenses and claims for damages shall include, but not be limited to, civil and criminal fines and penalties, loss of use and/or services, claims for injury, damage, disability, property damage, or death, injury to real or personal property, and attorneys' fees, costs, and expenses incurred by the County or any of its agents, officers, and employees. The County shall not be precluded from receiving the benefits of any insurance the firm may carry which provides for indemnification for any loss or damage to property in the firm's custody and control, where such loss or destruction is to County property. The firm shall do nothing to prejudice the County's right to recover against third parties for any loss, destruction or damage to County property.

## **5.6 Drug-Free Workplace**

During the performance of this request, the firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the firm maintains a drug-free workplace. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the request.

## **5.7 Applicability/Jurisdiction of South Carolina Law and Courts**

Upon award of a contract under this request the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful firm from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed proposal, the firm agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

## **5.8 Certificate of Insurance**

Once selected, the successful firm will be required to provide proof of insurance to include workers compensation, employer's liability and general liability prior to commencing work.

## **5.9 Assignment**

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the County.

## **5.10 Ownership of Material**

All proposals and supporting materials (including all data, material, and documentation) originated and prepared for York County pursuant to this solicitation and including correspondences relating to this solicitation shall, belong exclusively to York County.

## **5.11 Prime Responsibilities**

The successful firm will be required to assume sole responsibility for the complete effort as required by this solicitation. York County will consider the successful firm to be the sole point of contact with regard to contractual matters.

## **5.12 Subcontracting**

If any part of the work covered by this solicitation is to be subcontracted, the successful firm shall identify the subcontracting organization and the contractual arrangements made there with. All subcontractors must be approved by York County. The successful firm will also furnish the corporate or company name.

## **5.13 Records Retention and Right to Audit**

The County shall have the right to audit books and records of the successful firm as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under the contract. The County may conduct, or have conducted, performance audits of the successful firm. The County may conduct, or have conducted, audits of specific requirements of this solicitation as determined necessary by the County. Pertaining to all audits, successful firm shall make available to the County access to its computer files containing the history of contract performance and all other documents related to the audit. Additionally, any software used by the successful firm shall be made available for auditing purposes at no cost to the County.

## **5.14 Public Access to Procurement Information**

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this SOLICITATION which is deemed privileged and confidential by the

Offeror, will not be disclosed. Such privileged and confidential information should be clearly marked as such and includes information which if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All Offerors, therefore, must visibly mark as "CONFIDENTIAL" each specific part of their proposal which such Offerors consider to contain proprietary or other privileged information. Additionally, all Offerors shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as "EXEMPT FROM FREEDOM OF INFORMATION ACT" each specific part of their proposal which Offerors deem to be so exempt and shall further be solely responsible for any consequences that might arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. York County hereby disclaims any responsibility for not disclosing information identified by any Offeror as exempt from the Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Offeror's failure to visibly mark it as "CONFIDENTIAL" or to improperly mark it as "confidential". Offeror must identify specific parts of the proposal package as confidential. Failure to do so or to mark the entire proposal package as confidential may result in disclosure of that information.

NOTE: A redacted copy if applicable, must be uploaded under submit response in the GetAll portal.

### **5.15 Non-Collusion Proposal Certification and Disqualification**

By submission of a proposal, each Offeror and each person signing on behalf of any Offeror certifies, and in the case of a joint proposal each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief.

The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this proposal have not knowingly been disclosed by the Offeror and will not knowingly be disclosed prior to the proposal opening, directly or indirectly, to any other Offeror or to any competitor.

No attempt has been or will be made by the Offeror to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition

One Proposal: Only one Proposal from an individual firm, partnership, company, or corporation under the same or under different names will be considered. If OWNER believes that an Offeror submitted more than one Proposal for the work involved, all Proposals submitted by that Offeror will be rejected.

### **5.16 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

The Offeror certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency. It further agrees by submitting this qualification statement (if applicable) that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Offeror or any lower tier participant is unable to certify to this statement, it must attach an explanation to this solicitation/proposal.



## **5.17 Certification Regarding Immigration Reform and Control**

The Offeror certifies, by submission of this document or acceptance of a contract, that all Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this proposal, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages. The Contractor certifies that, should it be awarded a contract by the County, the Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. The Contractor further certifies that it will remain in compliance throughout the term of the contract. At the County's request, the Contractor is expected to produce to the County any documentation or other such evidence to verify the Contractor's compliance with any provision, duty, certification, or the like under the contract. The Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

## **5.18 Chain of Communication**

To ensure the integrity of the competitive process, a strict chain of communication shall apply to each Invitation for Bids, Request for Proposals, Request for Qualifications, or any other competitive solicitation during the period between publication of the solicitation and final award. Offerors or its agents may not communicate by any means, directly or indirectly, with York County public officials, employees, its agents, or representatives or any person not otherwise listed on this document, regarding any aspect of this procurement activity. All communications must be solely with the Procurement Officer. In the sole determination of the Procurement Officer and/or York County, violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

## **5.19 Prohibition of Donations and Gratuities**

Offerors are restricted from making donations to any York County governmental entity with whom they have or seek to have a contract. The Offeror represents that his/her offer discloses any gifts made, directly or through an intermediary, by the Offeror or the Offeror's named subcontractors or subconsultants to or for the benefit of York County, its agents, or representatives during the period beginning eighteen months prior to the Opening Date. No Offeror, or any person, firm, or corporation employed by the Offeror in the performance of this request, may offer or give any gift, money or anything of value or any promise for future reward or compensation to any York County employee.