

INVITATION FOR UNSEALED BID # 15-09 *THIS IS NOT AN ORDER*

MONTGOMERY COUNTY PURCHASING DEPARTMENT 755 Roanoke Street, Suite 2C CHRISTIANSBURG, VA 24073

DATE		BID OPENING DATE AND HOUR
November 20, 2014		December 9, 2014 3PM

BIDDERS ADDRESS

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:
 Heather M, Hall, C.P.M., VCO
 Director of Purchasing
 E-MAIL ADDRESS: hallhm@montgomerycountyva.gov
 TELEPHONE NUMBER (540) 382-5784
 FAX NUMBER (540) 382-5783

COMMODITY: Powerware Server Maintenance

SPECIAL INSTRUCTIONS

1. Faxed responses to Sealed Bids cannot be sent directly to the Purchasing Department, see Number 13. "Facsimile Bids" of the attached General Terms and Conditions.
2. Responses must be submitted on this form and the attachment (s) provided.
3. Responses should be signed below.
4. Responses will be received in the Montgomery County Purchasing Department, 755 Roanoke Street, Suite 2C, Christiansburg, VA 24073 until the bid opening date and hour or, if specified, the bid return date and hour shown above.
5. Contact the buyer listed above for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
6. **DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.**
7. Attachment A is incorporated by reference into this invitation for sealed bid and any resulting contract.

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED IN ATTACHMENT A, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

FULL LEGAL NAME (PRINT) <small>(Company name as it appears with your Federal Taxpayer Number)</small>		FEDERAL TAXPAYER NUMBER (ID#)	DELIVERY DATE
BUSINESS NAME/DBA NAME/TA NAME <small>(If different than the Full Legal Name)</small>		FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small>	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER

THIS IS NOT AN ORDER

MONTGOMERY COUNTY

INVITATION FOR UNSEALED BID NUMBER 15-09

Powerware Server Maintenance

I. PURPOSE

The intent and purpose of this Invitation For Unsealed Bid is to establish a term contract with one qualified source that can provide Powerware Server Maintenance.

II. CONTRACT PERIOD

A. The initial term of this contract will be for 1 year. There will be an option for four (4) one-year renewals.

III. BACKGROUND:

The County is located in the New River Valley between the Appalachians and Blue Ridge Mountain Range. The County is governed by an elected seven member Board of Supervisors who appoints a County Administrator.

The County had a 2013 population of 96,867. (This includes two incorporated towns, Blacksburg and Christiansburg, with a combined population of approximately 63,661.)

The Government Center has a UPS unit that provides power backup and conditioning to the County's datacenter which shall be serviced in accordance with Attachment B.

-It is a Powerware System 9330-20, Model 15, 3-Phase UPS with an attached Option Cabinet.

-It's Input is 3-Phase 208/220VAC, 40A dropped down from 3-Phase 480VAC via the Option Cabinet.

-It's Output is 3-Phase 208/220VAC, (41.6A, 10.5KW, 15kVA).

-It's Internal DC 288VDC, 39A.

-It's current load condition will support an on-battery time of approximately 25 minutes on a continuous power outage.

-It has an AS400 X-Slot Connect UPS-M SNMP communication module with a DB-9 Serial console interface & a 10BaseT interface.

-It communicates with a master server via SNMP to indicate power condition, state & disruptions.

The Sheriff's Office has a Powerware 9330 20/15kVA with a standard Battery System which shall be serviced in accordance with Attachment C.

IV. STATEMENT OF NEED:

The County needs the services of a Contractor that can provide the following:

1. Preventative and Corrective Maintenance per the attached schedules and plan.
2. Travel and labor included in pricing with no longer than an eight (8) hour response time.
3. Pricing must include 12 months of UPS Preventative Maintenance 7 days a

week, 24 hours a day and must include battery preventative maintenance 5 days a week, 8 hours a day.

V. CONTRACT ADMINISTRATION

A. Steve Phillips, General Services Manager, or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or her designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Montgomery County Purchasing Department through a written amendment to the contract.

VI. ATTACHMENTS

Attachment A - Terms and Conditions
Attachment B – Government Center Unit Scope
Attachment C – Sheriff Office Unit Scope
Attachment D - Standard Contract Form

**ATTACHMENT A
TERMS AND CONDITIONS**

GENERAL TERMS AND CONDITIONS

http://www.montva.com/departments/purch/downloads/ifb_general_terms_and_conditions.pdf

SPECIAL TERMS AND CONDITIONS

1. **AWARD OF CONTRACT:** Awards are made to the lowest responsive and responsible Bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. Montgomery County reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Montgomery County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Montgomery County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **IDENTIFICATION OF SEALED BID ENVELOPE:** The signed bid should be returned in a separate envelope or package, sealed and addressed as follows:
MONTGOMERY COUNTY
Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, Virginia 24073-3179
Reference the opening date and hour, and Bid Number in the lower left corner of the envelope or package.
If a bid not contained in the special envelope is mailed, the bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. No other correspondence or other bids should be placed in the envelope. Bids may be hand delivered to the Montgomery County Purchasing Department.
6. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Montgomery County, but shall be an independent contractor.
Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Montgomery County, or to otherwise act on behalf of Montgomery County, except as Montgomery County may expressly authorize in writing.
7. **INSURANCE:**
By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
During the period of the contract, Montgomery County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.
INSURANCE COVERAGES AND LIMITS REQUIRED:
 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$500,000.00 combined single limit. Montgomery County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
 - D. Automobile Liability - \$500,000.00The contractor agrees to be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
8. **NEGOTIATION WITH THE LOWEST BIDDER:** Unless all bids are cancelled or rejected, Montgomery County reserves the right granted by Section 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to Montgomery County whenever such low bid exceeds Montgomery County's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by Montgomery County for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. Montgomery County shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that Montgomery County wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by Montgomery County and the lowest responsive, responsible bidder.
9. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

10. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense.



UPS Preventive Maintenance

Scope of Work

Attachment R-2

The following is an outline of general checks performed during an Eaton Preventive Maintenance of the Powerware UPS Power Module, that are normally performed by Eaton field service personnel. All checks are designed to be performed either during normal operation with no danger to the UPSs operation condition and the critical load, or during off line operation, in the bypass mode. All checks or processes may not be applicable to all equipment models.

- I. **Visual Inspection**
 - A. Inspect all printed circuit boards connections for cleanliness, swab contacts if necessary.
 - B. Inspect all power connections for signs of overheating
 - C. Inspect all subassemblies, bridges and legs for signs of component defects or stress
 - D. Inspect all DC capacitors for signs of leakage
 - E. Inspect all AC capacitors for signs of leakage
 - F. Inspect and inventory all customer-owned spare parts
 - G. Inspect for, and perform as required, any open engineering changes

- II. **Internal Operating Parameters**
 - A. DC Ground Detection Offset
 - B. Inverter leg current average balance
 - C. Output filter current average phase balance
 - D. Rectifier bridge current average leg balance
 - E. AC Protection settings and operation
 - F. DC Protection settings and operation
 - G. Input and Output Frequency and Voltage Bandwidth settings
 - H. Verify DC filter capacitance
 - I. Verify AC tank and trap filter capacitance
 - J. Power Supply voltages and waveforms
 - K. Replace Power Module power supply back up control battery cells
 - L. Static Switch leakage testing

- III. **External Operating Parameters**
 - A. System Input Voltages (all phases)
 - B. System Input Currents (all phases)
 - C. DC Charging Voltages (float and equalize), record settings, adjust to nominal
 - D. Rectifier phase on and walk up
 - E. Inverter phase on and walk up
 - F. Adjust all panel meters to measured values
 - G. System Bypass Voltages (all phases)
 - H. Manual and UV Transfer Testing, verify uninterrupted transfer waveform
 - I. Outage simulation, and battery capability testing, and verify charger current limit
 - J. Generator operation and interface verification

- IV. **Environmental Parameters**
 - A. UPS area ambient temperature and condition of ventilating equipment
 - B. General Cleanliness of UPS Power Module
 - C. General Cleanliness of UPS area
 - D. Replace all air filters
 - E. Clean control panel/CRT screen

V. Battery Cabinet Checks (Eaton Manufactured)

- A. General appearance of Battery System (all types)
- B. General cleanliness of Battery System area (all types)
- C. Inspect cells for physical abnormalities
- D. Inspect all DC connections for abnormalities
- E. Battery System area ambient temperature and condition of ventilating equipment

VI. Monitoring System Parameters

- A. Alarm archive review and printing
- B. Alarm lamp test-local and remote
- C. Replace all open monitor bulbs

VII. General

- A. Customer Consultation
- B. Verbal Recommendations
- C. General Observations

Following the Preventive Maintenance inspection, a written report will be provided detailing the results of the inspection, and making specific recommendations toward future remedial action, upgrades, or sparing.

Valve Regulated (Sealed) Battery System Preventive Maintenance Scope of Work Attachment R-5

Battery Maintenance of Battery Equipment includes, and is expressly limited to, those tasks set forth below. All additional work will be billable at the applicable rates per Attachment X-1.

Performed During Each Preventive Maintenance Visit:

- 1) **Measure and Record the following:**
 - a) Individual cell/battery float voltages and overall float voltage.
 - b) Charger output current and voltage.
 - c) AC ripple current and voltage imposed on the battery.
 - d) Internal ohmic values of each cell/battery or perform a continuity test of each cell/battery.
 - e) Connection Resistance of 10% of the inter cell/battery connection.
 - f) Ambient temperature.
 - g) Negative terminal temperature of one cell/battery per battery cabinet shelf or rack tier.
- 2) **Visually inspect conditions and appearance of the following:**
 - a) Connection terminals inter cell/battery connectors, cables and associated hardware.
 - b) Cell/battery covers, containers, and post seals.
 - c) Battery racks or cabinets and associated components and hardware.
 - d) Cell/battery jar or cover, noting any excessive distortion.
- 3) **Perform cleaning of all accessible surfaces as required.**

Performed Once Per Calendar Year:

- 1) The yearly maintenance procedure should include all of the above with the addition of the following:
 - a) Measure and record the connection resistance of 100% of the inter cell/battery connections.
 - b) Retorque any connection where the resistance is above 20% of the average.

Reporting Each Preventive Maintenance Visit:

- 1) The technician(s) will issue the customer a verbal report summarizing the condition of the battery and identifying any critical issues before leaving the customer's site.
- 2) A detailed report containing all readings and observations will be sent to the customer within 5 business days.

UPS ProActive Service Plan

Scope of Work

Attachment R-6

- Corrective Maintenance Coverage:** Inspection and repair of the Power Module shall be performed as needed during the contracted period of maintenance at no extra charge to Purchaser. Remedial maintenance provided by Contractor shall include, and be expressly limited to, maintenance for ordinary wear and tear to the Power Module, travel expenses, all necessary parts replacement, adjustments and repairs. If the Purchaser maintains spare parts at the maintenance site, Contractor may, at its option, use those spare parts in the performance of Corrective Maintenance. Contractor shall replace the spare parts, which it so uses. **Exclusions:** certain wear parts are excluded from corrective coverage including batteries and capacitors. All Corrective Maintenance to Battery System, if any, will be in accordance with battery manufacturers' warranty or separate agreement, if any.
- Performance Check:** In the first year of unit operation only, Contractor shall schedule, with notice to the Purchaser, and conduct a Performance Check of the Power Module system and related Battery system. Performance Check shall include, and expressly be limited to, those services as listed in **Attachment R-3**. A Contractor will perform the Performance Check at the time requested by Purchaser during the CPM. Following each inspection, Contractor will provide Purchaser with a written report describing the observed condition of the Power Module Equipment and related Battery System, status of site spares inventory, and recommendations toward future remedial maintenance, upgrades or spare parts requirements.
- Preventive Maintenance:** 7 x 24 Annual Preventive Maintenance Visit – Not included in first year of unit operation. Calibration of all metering and protective features. Functional testing of all transfer conditions. Inspection of online performance and equipment history. Examination of interfaces to other Powertrain equipment. Visual check on batteries and battery environment. Written evaluation providing a record of equipment performance. A Contractor will perform the Preventive Maintenance at the time requested by Purchaser during the CPM. See **Attachment R-2**.
- Power Protection Audit:** Once per year during the term of the Service Agreement, Contractor shall schedule, with notice to the Purchaser, and conduct a Power Protection Audit of the Power Module system, Battery system, and overall operating environment. Checkup shall include, and expressly be limited to, those services as listed in the Power Protection Audit checklist attached. Following each Power Protection Audit, Contractor will provide Purchaser with a written report describing audit results and recommendations. The Power Protection Audit shall be performed at the same time as the Performance Check. See **Attachment R-8**.
- Remote Monitoring Advance Response Service:** Contractor will provide Remote Monitoring Advance Response Service. This service will only be available if customer purchases a monitoring factory modem and Remote Notify. Monitoring will be done for major alarm conditions only. Contractor will provide remote diagnostics as possible, and when necessary will dispatch a field service technician for problem resolution. Contractor will notify Purchaser contact when a major alarm occurs.
- UPS Performance Report:** A monthly UPS Performance Report will be provided (only available for those Purchasers with Remote Monitoring Advance Response Service activated). Said report will provide a summary of major alarms occurring during the previous month in a monitored UPS. The monthly UPS Performance Report will be sent electronically or a hard copy mailed at Contractor's discretion.
- Customer Web Account Access:** Contractor will provide Purchaser with web-based access to account information and site service records. Access will be password restricted for maximum security of Purchaser records. A history of service performed as well as scheduled service calls will be available.

The Purchaser shall, from the commencement date of the Service Agreement, maintain the UPS Power Module in accordance with the published operating specifications for the Power Module at the time of purchase. The Purchaser shall, unless otherwise specified in the Service Agreement, maintain the Battery System in strict accordance with the Battery System manufacturer's recommended maintenance guidelines.

This proposal is proprietary information and is not to be distributed; either via phone, fax, electronic transmission, or verbal conversation without the express written permission of Critical Systems Services.

Proposal notes: Terms are net due at service agreement start date, service is not taxable. If any part or components are found to be defective or marginal, the replacement costs will be the responsibility of the subscriber. Thereafter, Critical Systems Services will assume the liability of all parts and/or components, except batteries.

UPS System Preventive Maintenance Scope of Work

I. Internal Operating Parameters

- A. Check the Inverter and Rectifier snubbers for burned or broke wires
- B. Check all connections for proper torque and/or discoloration
- C. Check fuses on the DC capacitors deck for continuity (if applicable)
- D. With customer approval, perform operational test of the systems including unit transfer and battery discharge
- E. Calibrate and record all electronics to system specifications
- F. Measure and record phase-to-phase input voltages and currents
- G. Review system performance with customer to address any questions and to schedule any repairs
- H. Check air filters for cleanliness, replace as needed
- I. Perform a temperature check on all breakers, connections and associated controls, Repair and/or report all high temperature areas
- J. Perform a complete visual inspection of the equipment including subassemblies, wiring harnesses, contacts, cables, and major components
- K. Check module(s) completely for the following (if applicable)
 - 1. Rectifier and Inverter snubber boards for discoloration.
 - 2. Power capacitors for swelling or leakage.
 - 3. DC Capacitor vent caps that have extruded more than 1/8"
- L. Record all voltage and current meter readings on the module control cabinet or the system control cabinet-input and output phase A, B, & C
- M. Measure and record harmonic trap filter currents

II. Environmental Parameters

- A. UPS and ambient temperature and condition of ventilating equipment
- B. General cleanliness of UPS Power Module
- C. General Cleanliness of UPS area

III. Battery Cabinet Checks

- A. General appearance of Battery System
- B. General cleanliness of Battery System area
- C. Inspect cells for physical abnormalities
- D. Inspect all DC connections for abnormalities
- E. Battery System area ambient temperature and condition of ventilating equipment

IV. General

- A. Customer Consultation
- B. Verbal Recommendations
- C. General Observations

VRLA Battery System Preventive Maintenance Scope of Work

I. Measure and Record the following

- A. Individual cell/battery float voltages and overall float voltage
- B. Charger output current and voltage
- C. AC ripple current and voltage imposed on the battery
- D. Internal ohmic values of each cell/battery or perform a continuity test of each cell/battery
- E. Connection Resistance of 10% of the inter cell/battery connection

- F. Ambient temperature
- G. Negative terminal temperature of one cell/battery per battery cabinet shelf or rack tier

II. Visually inspect conditions and appearance of the following

- A. Connection terminals inter cell/battery connectors, cables and associated hardware
- B. Cell/battery covers, containers, and post seals
- C. Battery rack or cabinets and associated components and hardware
- D. Cell/battery jar or cover, noting any excessive distortion

III. Perform cleaning of all accessible surfaces as required

Performed once per calendar year

- I. The yearly maintenance procedure includes all of the above with the addition of the following
 - A. Measure and record the connection resistance of 100% of the inter cell/battery connections
 - B. Retorque any connection where the resistance is above 20% of the average

Power Protection Audit Scope of Work

I. Site Data

- A. Print paper copy of Power Protection Audit Datasheet
- B. Record site information (Customer name, Site Contact, Street Address, Product: Name, Model and Serial Number)

II. General UPS Room Environment

- A. Verify clear access to UPS unit. Note any improper conditions
- B. Verify clear access to Battery Cabinet or room. Note any improper conditions
- C. Using temperature probe, verify UPS room temperature
- D. Using temperature probe, verify Battery room temperature
- E. Verify or note cleanliness of UPS Equipment room
- F. Verify or note cleanliness of Battery Equipment room
- G. Using appropriate Battery Vendor information, record battery date codes
- H. If applicable, verify Battery room has proper ventilation
- I. Locate and verify clear access to external UPS feeder breakers
- J. Verify UPS feeder breakers for proper size and labeling. Record breaker ratings
- K. Locate and verify clear access to Battery feeder breakers
- L. Verify Battery feeder breakers for proper size and labeling. Record breaker ratings
- M. If applicable, verify access to Battery Safety equipment
- N. If applicable, verify UPS room has a working telephone. Record phone number
- O. Verify if UPS and Battery rooms are secure, and if key or card is required to enter

ATTACHMENT D

**Standard Contract form for reference only
Bidders do not need to fill in this form**

**MONTGOMERY COUNTY
STANDARD CONTRACT**

Contract Number: _____

This contract entered into this ____ day of _____ 20____, by _____, hereinafter called the "Contractor" and Montgomery County, called "The County".

WITNESSETH that the Contractor and The County, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to The County as set forth in the Contract Documents.

CONTRACT PERIOD: The initial contract period is _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Montgomery County in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Invitation for Bid Number _____ dated _____, together with all written modifications thereof and the bid submitted by the Contractor dated _____, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: _____ By: _____
By: _____ Montgomery County

Title: _____ F. Craig Meadows, County Administrator