



PHILADELPHIA GAS WORKS

1800 NORTH 9TH STREET

PHILADELPHIA, PA 19122

SPECIFICATIONS

FOR MAINTENANCE, SERVICE, TESTING AND REPAIR

OF PGW CNG FILLING STATION

AUGUST 5, 2021

IT IS THE INTENT OF THESE SPECIFICATIONS TO OUTLINE AND PROVIDE MAINTENANCE, SERVICE & REPAIR AND TESTING OF ALL PGW CNG SYSTEMS AT THE MONTGOMERY COMPLEX. NO SPECIFIC AMOUNTS OR SERVICES ARE GUARANTEED FOR PURCHASE/USE. SERVICES WILL BE EMPLOYED AND/OR ORDERED ON AN AS-NEEDED BASIS. PAYMENT WILL BE PROVIDED ONLY FOR SERVICES, PARTS OR SUPPLIES ORDERED BY AUTHORIZED PGW PERSONNEL.

1. CODES AND STANDARDS

1.1

Codes/Standards	Description	Activity
ISO 9001 & 9002	Quality System	Quality Control
*ISO 11439	Gas cylinders- High pressure cylinders for the onboard storage of natural gas	Gas cylinders
*ISO 14469-1	CNG refueling connector.	Refueling connector
*ISO 14469-2	CNG refueling connector size 2.	
*ISO 14469-3	CNG refueling connector 250 bar.	
ISO 15403	Designation of the quality of natural gas for use as compressed fuel for vehicles	Natural Gas quality
ISO 15500-1 through 15	CNG Fuel System Components	

- 1.2 The Contractor shall perform all work in compliance with International Electrical Testing Association (NETA) standards, the National Electrical Code, and the National Fire Protection Association standards.
- 1.3 A proactive and comprehensive preventive maintenance and testing program will assist a facility's management team to effectively document and meet the reporting requirements of applicable regulatory agencies such as State or Federal Regulatory Agencies, OSHA, NFPA 52 and other local authorities having jurisdiction.
- 1.4 The Contractor shall perform all work in compliance with International Electrical Testing Association (NETA) standards, the National Electrical Code, and the National Fire Protection Association standards, and any ordinance(s) applicable in the State of Pennsylvania, and City of Philadelphia, including but not limited to NFPA 70 and NFPA 70E, And will be subject to inspection and approval of authorities having jurisdiction.

- 1.5 Where applicable, all equipment shall carry the approval of Underwriter's Laboratories, Inc. or other approved testing agency.
- 1.6 Contractor shall give notices, obtain and pay for all permits, deposits and fees specified at the time of the project assignment.
- 1.7 Manufacturer's published data shall be made a part of these specifications.
- 1.8 The Contractor must have fully-trained and certified personnel capable of providing engineering, supervision, system evaluation and the appropriate troubleshooting services for PGW's CNG System. Contractor must have at least three (3) years experience servicing CNG Systems (Filling Stations) and appurtenant equipment.

Certifications must be submitted with bid documents.

- 1.9 The technician should report any safety hazards or possible environmental quality problems directly to the Facility Manager.

2. PREVAILING WAGE RATES

- a. Any non-maintenance projects exceeding \$25,000 may be subject to Prevailing Minimum Wage Determination, included in **Appendix B**
- b. Labor hours performed by a subcontractor are not "materials" and they cannot be reimbursed at actual cost.

3. CONTRACT TERM

Two (2) Year Contract Term; with ***the option*** of two (2), One (1) Year renewals.

4. SCOPE OF WORK

It is the intent of this specification to solicit bids to provide scheduled maintenance, service & repair, testing and inspection services on a scheduled or an as needed basis, at a set unit price. Unspecified projects may be required during the contract period. The selected vendor shall furnish all materials, labor, equipment, tools, and all other items necessary to provide a complete program of Preventative Maintenance and Repair Services for PGW's CNG System (Filling Station). If, because of the nature of the work, the unit cost concept cannot be used, the work will be performed by the Contractor on a "time and material" basis as determined by the PGW Facilities Supervisor, at labor rates quoted in **Section 14.0**.

4.1 Equipment to be serviced on this Contract:

<u>Type</u>	<u>Model</u>	<u>Serial #</u>	<u>Operating Pressure</u>	<u>Manufacture Date</u>
BRC Fuel Maker	E77AFPP36000	40000063H		
BRC Fuel Maker	AFP P36	40000294H		
CTC Fast-Fill Storage System	FF350AP36	1211A	3600 PSI	12/8/2014

It is the intent of this specification to seek a series of unit prices to cover CNG System (Filling Station), including but not limited to:

- 4.2 Trouble shooting, service and repair of all CNG equipment and all appurtenant parts and equipment (fast fill and slow fill).
- 4.3 When applicable, the PGW Facilities Supervisor will determine which part of work shall be performed on a unit cost basis and which part of the work shall be performed on a time and material basis.
- 4.4 Any extra work that is necessary above the work quoted in the fixed costs shall be done on a time and material basis.
- 4.5 PGW will provide stamped drawings for the contractor to obtain permits, if necessary.
- 4.6 The vendor will be responsible for securing all permits, and arranging for all inspections by the designated authority, when required.
- 4.7 The Contractor shall make the required personnel for projects available within two (2) weeks of the notification to begin work.
- 4.8 **For emergency service calls a Technician shall be onsite within eight (8) Hours of initial call.**
- 4.9 Project Scheduling
 - a. **Testing:** When necessary the Contractor may be required to test all CNG equipment and functions; results must be printed and turned into the designated PGW Facilities Supervisor.
 - b. **Inspections:** Inspections must occur per local, state and federal codes and laws, and no less than quarterly.
 - c. **Maintenance:** The Contractor shall maintain CNG Equipment and functions according to the manufacturers recommended P.M. schedule, and perform preventative maintenance no less than quarterly.
 - d. **Emergency Service/repair:** The contractor shall respond to emergency service calls within eight (8) hours of initial request.

4.10 Every 3 Months or 500h:

- ☐ Replace Inlet Filter
- ☐ Check Lubricant Level
- ☐ Check and Record ALL Stage Pressures and Oil Pressure
- ☐ Check Sintered Filter Element(s)
- ☐ Inspect ACD Drain Assemblies
- ☐ Inspect Dryer System
- ☐ Check Hour meter(s) and Log info on Service Ticket
- ☐ Take Main Electrical Readings and Log on Service Ticket
- ☐ Check Main Motor for any Noises or Defects
- ☐ Inspect Condition of Drive Belt(s) Also, Check Tension
- ☐ Check for any Gas or Oil Leaks on CNG System
- ☐ Inspect Safety Relief Valves
- ☐ Inspect CNG Dispenser, Along with All Hoses and Nozzles
- ☐ Note ALL Services Required per Bauer Factory Recommended Services

4.11 Every 6 Months or 1000h:

- ☐ All of the **3 month** service plus:
- ☐ Replace Oil Filter
- ☐ Replace Lubricant
- ☐ Replace V-Belts
- ☐ Wash Intermediate & Final Separator Element
- ☐ Perform Inlet & Discharge Valve Inspection
- ☐ Take Oil Sample for Analysis

4.12 Yearly Service or 3000h:

- ☐ All of the **6 month** service plus:
- ☐ Replace Valves
- ☐ Inspect all Piston Rings and Final Piston Assembly
- ☐ Rebuild ACD Drains
- ☐ Replace Line Elements
- ☐ Replace Final Separator
- ☐ Add Deliquescent to Dryer

4.13 LOCATIONS OF SERVICE

Montgomery Complex – 800 West Montgomery Avenue (8th & Montgomery)
--

Addition or removal of locations is at PGW's discretion to meet business needs.

5. **GENERAL NOTES**

- 5.1 All material removed and to be reused will be placed into storage by the Contractor, where designated by PGW. All other material becomes the property of the Contractor and must be properly removed from PGW premises.
- 5.2 Any wage changes of Contractor's employees shall only affect unit cost by the equal amount of the change experienced by the Contractor.

6. **INVOICES**

- 6.1 Invoices must be accompanied by a work report that includes, project/work order details.
- 6.2 A Mock-Up of your invoice must be submitted with your bid.
- 6.3 Invoices for maintenance, shall be billed on a monthly basis, after the month in which the work was performed and in such a manner that the invoices can be verified against completed work slips. Purchase Order number must be documented on the invoice. Payment will be made only for verified work completed.
- 6.4 **IMPORTANT NOTICE: PHILADELPHIA GAS WORKS WILL NOT PROVIDE REIMBURSEMENT FOR ENVIRONMENTAL SURCHARGES, FUEL SURCHARGES, SHIPPING AND HANDLING SURCHARGES, DELIVERY SURCHARGES, PALLET SURCHARGES, NOR MILEAGE SURCHARGES**

7. **WARRANTY**

- 7.1 General: In the case of equipment replacement and/or installation, warranty equipment, with full parts and labor for one (1) calendar year from date of acceptance by Owner's Representative; owner's acceptance is defined by first date of service facility operation; inoperable equipment is not considered "accepted"; inoperable equipment includes, but is not limited to, inadequate training, defective materials and improper installation.
- 7.2 Replacement Parts: Provide one calendar year warranty for equipment and installation on any warranty replaced part.
- 7.3 If Defective Equipment: If within the first year of operation the piece of equipment has not been fully operational for 6 continuous months, the manufacturer will replace the unit at their expense.

- 7.4 Contractor shall guarantee the entire job against defects in workmanship and materials for a period of one year from the date of final acceptance of each completed area. This guarantee shall be binding regardless of manufacturer's guarantee and Contractor shall repair and/or replace all defective material regardless of cause (except for defects traceable to improper maintenance or acts beyond the Contractor's control occurring after the system has been turned over.)

8 **SERVICE LEVEL AGREEMENT (SLA)**

The **purpose** of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent service, preventative maintenance, maintenance and repair and support o PGW by the selected Vendor/Service Provider(s). The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement. PGW must be notified at least one (1) week in advance of Scheduled maintenance. Emergency service shall be provided on a 24 hour, 365-day per year basis. For emergency service calls a Technician shall be onsite within eight (8) Hours of initial call

All work will be performed during normal working hours. Work performed on premium time will be in addition. The Preventive Maintenance Program, Monthly or Annually (or as specified in the manufacturer's recommended operation and maintenance schedules) is to include either quarterly or "As Needed" inspections as indicated in the scope of work section 3.0.

Provide a written report of findings, corrective actions, and recommendations following each visit. Ensure full support for warranty(s) currently in place. If the warranty does not include labor, please note this on your quote, if vendor will be paid for the labor services to install parts or make corrections in a separate billing.

Assist PGW in designing and implementing a preventative maintenance strategy that will reduce our overall maintenance costs and the amount of time spent on unplanned maintenance.

PROVIDE A SINGLE POINT OF CONTACT:

Vendor must provide the name number and e-mail address of **a single point of contact that can be reached:**

- Within 0 – 2 hours for issues classified as **Emergency** priority.
(Contractor must be on site within eight (8) hours of initial emergency call.
- Within 0 - 8 hours (during business hours) for issues classified as **High** priority.
- Within 24 hours for issues classified as **Normal** priority.
- Within 5 working days for issues classified as **Low** priority.
- Remote assistance will be provided in-line with the above timescales dependent on the priority of the support request

8.1 SERVICE SCOPE

The following Services are covered by this Agreement

- Manned telephone support
- Monitored email support
- Remote assistance using Remote Desktop and a Virtual Private Network where available
- Planned or Emergency Onsite assistance
- Reasonable availability of representative(s) when resolving a service related incident or request.

8.2 Any services performed outside of the fixed Contract scope requires the appropriate PGW designee's written approval and purchase order. Any out of scope work must be invoiced separately with a purchase order number.

8.3 All Work is to be invoiced upon completion of work.

8.4 Labor hours performed by a subcontractor are not "materials" and they cannot be reimbursed at actual cost.

9 **CUSTOMER RESPONSIBILITIES:**

In order to permit the Provider to properly perform the services included in this agreement, the Customer agrees:

- a. To provide reasonable and timely access to all equipment covered by this contract.
- b. Make the work area safe for the contractor to perform work.
- c. To allow the Provider to start and stop equipment, with proper notice and coordination.

10 **REPORTING**

- The Contractor is to report to Facilities Department for each site visit or project; and will cooperate and confer with PGW Facilities Supervisors as necessary to ensure satisfactory work progress.
- All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.
- All reports made in connection with these services are subject to review and final approval by PGW Supervisors.
- When applicable, the Contractor will submit a written report of all work orders, PGW may review any of the Contractor's records, reports, or insurance policies.
- PGW may review and inspect the Contractor's activities during the term of this contract.

11 **QUALITY OF SERVICE**

- The quality of service shall be subject to inspection by FMD at any time. Should it be found that the quality of service being performed is not satisfactory and the requirements of the specifications are not met, PGW may terminate the contract due to breach.

12 **ACCESS TO PROPERTY AND SECURED AREAS**

- Contractor shall comply with applicable rules and regulations of PGW with respect to property access and access to secured areas. At no time shall the contractor enter PGW property without authorization; or without going through the security check-in process, being identified, and/or obtaining an escort.

- Contractor must wear photo identification displaying the company name and employee name on their person when performing work at any PGW location. Service vehicles used by the contractor must also display proper logos and identification.

13 **BIDDER QUALIFICATIONS**

- Any bidder that had a contract with PGW terminated during the previous three years due to breach or default may be deemed non-responsible and non-qualified for this RFQ.
- To be qualified for this RFQ, bidder must provide three (3) customer references, which each clearly demonstrate that the Contractor has within the past six (3) years, provided commercial services CNG maintenance and repair.
- The Contractor must have fully-trained and certified personnel capable of providing engineering, supervision, system evaluation and the appropriate troubleshooting services for PGW's CNG System. Contractor must have at least three (3) years' experience servicing CNG Systems (Filling Stations) and appurtenant equipment. ***Certifications must be submitted with bid documents.***
- Mock up invoice must be submitted with bid documents.

14 **SAFETY, HEALTH, ENVIRONMENTAL REGULATIONS**

- Contractor shall exercise at all time the protection of all persons and property.
- Contractor must utilize a labor force that will not lead to any stoppages, picketing or other labor disturbances. Contractor's indemnification under the contract shall include any claims or losses arising from any labor disturbance, including losses to PGW if a labor disturbance causes a stoppage by PGW's unionized forces.
- Additionally, all applicable Federal, state, and local laws and regulations must be adhered to including, but not necessarily limited to the following:
- All workers shall wear steel-tipped shoes, hard hats, safety glasses and flame resistant clothing meeting the National Fire Protection Association (NFPA) 2112 Standard – work conditions permitting. Workers shall comply with all safety attire standards.

15 **BID PRICING & PURCHASE ORDER**

- PGW is under no obligation to issue any purchase orders during the term of this Contract, nor shall it be required to issue purchase orders meeting any set monetary value. Services will be employed and/or ordered on an as-needed basis. Payment will be provided only for services or supplies ordered by authorized PGW personnel.

VENDOR NAME: _____

16 **REFERENCES**

- The Contractor must submit the following list of three (3) persons or businesses, which have knowledge of the Proposer's ability to successfully perform the services for which this Proposal is submitted.

REFERENCE NO. 1 _____

Firm: _____

Name: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

REFERENCE NO. 2 _____

Firm: _____

Name: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

REFERENCE NO. 3 _____

Firm: _____

Name: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

APPENDIX A – PRICING SHEET

VENDOR NAME: _____

	A	B	C
1	Quarterly Service		
2	Description	Price	
3	Quarterly Service Rate (rate for one quarter) For CNG System Inspection and Certification	\$	
4	Annual Cost for Quarterly Service (rate for service four times annually) (Multiply Box B3 By 4)	\$	
5			
6	Labor Rates for Service / Repair Calls & Emergency Calls		
7	Job Title	Hourly Labor Rate	Estimated Usage (20 hours) <i>Multiply the hourly rate in Column B by 20 hours for the estimated usage for each job title</i>
8	Foreman - Rate per person regular time:	\$	\$
9	Journeyman - Rate per person regular time:	\$	\$
10	Apprentice - Rate per person regular time:	\$	\$
11	Premium Rate per person overtime and Saturdays:	\$	\$
12	Premium Rate per person Sunday and Holidays:	\$	\$
13			
14			\$
15			Total Estimated Usage <i>Add Boxes C8 thru C10</i>
16			
17			\$
18			Total Bid <i>(Add Boxes B4 and C14)</i>
19			
20	Additional Considerations:		
21	Material / Parts % (mark-up): _____		
22	Or Material / Parts % (discount): _____		
23	Other		

**Estimated Usage is for bid comparison purposes only.*

BID PROPOSAL INFORMATION (FOR BID COMPARISON ONLY)

- Bids are to be based on all work being done during the normal work hours of a five day work week. Exceptions to these specifications, if any, shall be clearly stated with the bid response.
- The foreman should be considered as a non-working person, and the foreman's time should **not be** considered in the material cost per unit.
- Dumpster cost should **not be** considered in the material cost per unit.
- Dumpster cost shall be considered on a time and material basis.
- PGW will reimburse the cost of the permits and bonds, but will not reimburse additional fees associated with the bonds.
- Work under this contract may be done on a time and material basis. Therefore, PGW will use the listed prevailing wage rates (see Appendix A) and the mark-up percentages to analyze each bid, along with the total cost of the bid unit price quantities.
- The descriptions of services listed will be used for bid comparisons and may not be projects actually required over the duration of this contract.
- **MINIMUM BILLABLE HOURS PER SERVICE CALL AT PGW SITE IS TWO (2) HOURS.**
- **IMPORTANT NOTICE: PHILADELPHIA GAS WORKS WILL NOT PROVIDE REIMBURSEMENT FOR ENVIRONMENTAL SURCHARGES, FUEL SURCHARGES, SHIPPING AND HANDLING SURCHARGES, DELIVERY SURCHARGES, PALLET SURCHARGES, NOR MILEAGE SURCHARGES.**

Appendix B
Prevailing Wage Rate (if required)

Please see separate attachment.