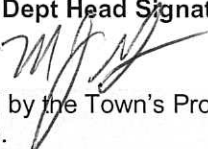


# TOWN OF VIENNA

FY 18

## Request For Waiver

| Req #  | Dept | Date                     | Dept Head Signature   | Proposed Vendor                     | Amount                              |
|--|------|--------------------------|---|-------------------------------------|-------------------------------------|
|  | DPW  | 6/22/17                  |  | Advanced Building Services          | \$ 14,474.00                        |
| A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that applies to the proposed purchase. |      |                          |   |                                     |                                     |
| Sole Source/Proprietary  |      | <input type="checkbox"/> | Emergency Procurement   | <input checked="" type="checkbox"/> | Waive Purchase Procedures           |
|  |      |                          |   |                                     | <input checked="" type="checkbox"/> |

### CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED

- ☐ 1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
- ☐ 2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)
- ☐ 3. Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)
- ☐ 4. Staff has had extensive training and/or experience with the product. Purchase of other than proposed product would incur substantial cost in re-training. (Explain in detail below or attached)
- ☒ 5. Purchase of this item/service is of an urgent nature because it is essential to public health & safety. (Describe in detail below)
- ☐ 6. Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)
- ☐ 7. None of the above apply. (State justification below and explain in detail)

#### Explanation:

DPW Building Maintenance requests permission to waive standard procurement procedures to make an emergency purchase with Advanced Building Services (ABS) to replace the existing Trane 5 ton condensing unit and Reznor gas fired furnace. ABS will replace with a Carrier 16 SEER condensing unit and a Carrier 95+ gas furnace at the Northside Property Yard. This is the second unit that has stopped working at the Northside Property Yard this month.

DPW is utilizing Advanced Building Services per terms, conditions and specifications of IFB 12-12 and quote dated 06/21/2017.

Funds will come from account: CEP Funds

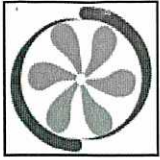
~~Date Council To Consider Award: 07/10/17~~



Reviewed by:  Date: 6/22/17 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Purchasing Agent Town Attorney

Reviewed and Approved by:  Date: 6/26/17  
Finance Director

Reviewed and Approved by:  Date: 6/26/17  
Town Manager



## Advanced Building Services, Inc.

23475 Rock Haven Way, #135 • Sterling, VA 20166

Phone 703.661.4280 • Fax 703.661.4282

June 21, 2017

Mr. Chad Charles  
Northside Property Yard  
600 Mill Street, NE  
Vienna, VA 22180

P-219

Ref: HVAC Replacement at Maintenance Offices

Dear Mr. Charles,

This proposal is for the replacement of the existing Trane 5 ton condensing unit and Reznor gas fired furnace. We will be replacing with a Carrier 16 SEER condensing unit and a Carrier 95+ gas furnace.

### PROPOSAL

We will provide materials and labor to perform the following:

1. Recover refrigerant from system using standard EPA approved methods and dispose of properly.
2. Disconnect all electrical and piping from condensing unit and dispose of.
3. Provide and install a Carrier model 24ACC660A003 16 SEER 5 ton condensing unit onto new condenser pad and connect to existing disconnect switch.
4. Isolate gas supply, disconnect and remove existing Reznor gas furnace.
5. Provide and install a Carrier model 59TP6A120E24-22 120,000 Btu 95+ two stage variable speed gas furnace and Carrier evaporator coil.
6. Provide and install a concentric vent kit through the roof. Pitch pocket to be provided by a licensed roofing company.
7. Reconnect gas and electrical to furnace. Any additional piping or wiring to be provided.
8. Provide all necessary transitional ductwork to connect to existing ductwork.
9. Connect condensing unit and evaporator coil using existing line set.
10. System will be R-11 flushed, evacuated and charged with new refrigerant.
11. Startup system and check for proper operation.
12. Work will be done during regular hours of 7:00AM and 5:00PM Mon.-Fri.

**TOTAL PRICE: \$ 14,474.00**

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*Payment to be made as follows: A 50% deposit is due upon acceptance of this proposal with the balance due upon job completion. A service charge of 1 1/2 % per month (annual percentage rate of 18%) will be added monthly on invoices unpaid 30 days after billing.*

*Proposal may be withdrawn if not accepted in thirty (30) days.*

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**Submitted by:**

**Steve Ritterpusch**  
Business Development

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**Read and accepted by:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print

## Pruitt, Katrina

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**From:** Gilpin, Gina  
**Sent:** Wednesday, June 21, 2017 9:40 AM  
**To:** Charles, Chad; Pruitt, Katrina  
**Cc:** Gallagher, Michael; Shrestha, Shreeja; Serfass, Marion; Donahue, David  
**Subject:** RE: Maintenance & Garage Offices

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

We need a waiver done. And my question would be, is the FY 17 or 18? I don't see an estimated time on how long it will take the get the equipment. Will it be here before June 30?

Gina M. Gilpin, CPPB  
Purchasing Agent  
Town of Vienna  
127 Center Street S  
Vienna, VA 22180  
Phone 703-255-6359  
[ggilpin@viennava.gov](mailto:ggilpin@viennava.gov)



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**From:** Charles, Chad  
**Sent:** Wednesday, June 21, 2017 9:36 AM  
**To:** Pruitt, Katrina  
**Cc:** Gallagher, Michael; Gilpin, Gina  
**Subject:** FW: Maintenance & Garage Offices

Please review attached

---

**From:** Steve Ritterpusch [<mailto:sritterpusch@absi1.com>]  
**Sent:** Wednesday, June 21, 2017 9:33 AM  
**To:** Charles, Chad <[CCharles@viennava.gov](mailto:CCharles@viennava.gov)>; Tufano, Jeff <[Jeff.Tufano@viennava.gov](mailto:Jeff.Tufano@viennava.gov)>  
**Cc:** [zakgalanos@yahoo.com](mailto:zakgalanos@yahoo.com); Mike Kaminski <[mkaminski@absi1.com](mailto:mkaminski@absi1.com)>  
**Subject:** Maintenance & Garage Offices

Good morning,  
Attached is a revised proposal for the replacement of the HVAC equipment serving the maintenance & garage offices.  
Please review and feel free to contact me with any questions or concerns you may have.  
Sincerely,

Steve Ritterpusch  
Advanced Building Services, Inc.

23475 Rock Haven Way, Ste. 135  
Sterling, VA. 20166  
703 661-4280





Purchasing Office

April 19, 2016

Advanced Building Services, Inc.  
Attn: Mike Kaminski  
23475 Rock Haven Way #135  
Sterling, VA 20166

SUBJECT: Town of Vienna Contract Renewal

Reference: Contract IFB 12-12, HVAC Maintenance, Inspection, and On Call Service  
Northside Property Yard

Dear Mr. Kaminski:

The subject contract expires on June 30, 2016. In accordance with the provisions of IFB 12-12, the Town of Vienna wishes to renew the contract for the fourth (4<sup>th</sup>) of four (4) one-year renewal options, for the period of July 1, 2016 through June 30, 2017.

The Town requests this renewal at the current contact rates, as listed in the attached copy of the bid. If you agree to these terms, please sign below and return to the Purchasing Department no later than April 29, 2016. Upon approval by the Town Council at a later date, a Purchase Order for the renewal period will be sent to you.

If you wish to request a price increase, please submit justification for your request, in writing, no later than April 29, 2016, and I will forward your request to the department for consideration. Per the terms of the IFB, any change in pricing shall not exceed the percentage for the most recent twelve (12) months of the CPI-U rate for this region.

If you have any questions, please call me at 703-255-6359.

Sincerely,

Gina M. Gilpin, CPPB  
Purchasing Agent  
[ggilpin@viennava.gov](mailto:ggilpin@viennava.gov)

Enclosure

Mike Kaminski  
Advanced Building Services, Inc.



Town of Vienna, VA  
Purchasing Office  
127 Center Street S  
Vienna, Virginia 22180

## SECTION . OFFICIAL TOWN BID FORM

### IFB 12-12 HVAC MAINTENANCE, INSPECTION, AND ON CALL SERVICE NORTHSIDE PROPERTY YARD

Vendor Name: Advanced Building Services, Inc.

Address: 23475 Rock Haven Way, #135  
Sterling, Va. 20166

NOTICE TO BIDDERS: The following required services shall be provided according to the contract terms and conditions and specifications of IFB 12-12.

| Qty & Unit | Item and Description | Unit Price | Extended Price |
|------------|----------------------|------------|----------------|
|------------|----------------------|------------|----------------|

#### Monthly Maintenance Inspections

|           |  |                      |                    |
|-----------|--|----------------------|--------------------|
| 10 months | Northside Property Yard<br>600 Mill St, NE | \$ <u>230.00</u> /mo | \$ <u>2,300.00</u> |
|-----------|--|----------------------|--------------------|

#### Bi-Annual Comprehensive Inspections

|   |   |                        |                     |
|---|---|------------------------|---------------------|
| 2 | Northside Property Yard<br>600 Mill St, NE                          | \$ <u>1,380.00</u> /ea | \$ <u>2,760.00</u>  |
|   | TOTAL (Monthly Maintenance & Inspections)                           |                        | \$ <u>5,060.00</u>  |
|   | List Price Discount on Parts  | <u>30</u> %            |                     |
|   | Labor Rate \$ <u>85.00</u> x 500 hours (est)<br><i>Regular time</i> |                        | \$ <u>42,500.00</u> |
|   | TOTAL BID<br>(maintenance & inspections & labor hours est)          |                        | \$ <u>47,560.00</u> |

RETURN BID FORM IN DUPLICATE. All addendums that have been issued shall be returned with the bid. It is the responsibility of the bidder to ensure that it has received all addendums.