



## **Request for Information (RFI) #2328 Preferred Instruments Boiler Direct Digital Control (DDC) Inspection, Testing, Preventative Maintenance/repair, and Emergency Service**

### **1. INTRODUCTION**

#### **1.1. GENERAL INFORMATION AND PURPOSE**

Office of General Services (OGS) Utilities Management, is seeking information for a future solicitation to provide a qualified contractor for the inspection, testing, preventative maintenance/repair, and emergency service of Preferred Instruments Boiler Direct Digital Control (DDC) located at Building 17 on the Harriman State Office Building Campus, Albany, NY 12226. Service objectives are to ensure proper system operation prior to the start of the heating season, verify boiler instrumentation and control tuning prior to the peak heating season and performance of routine level tasks such as transmitter calibrations, etc.

The purpose of this Request for Information (RFI) is to acquire information that should be considered in developing a procurement solicitation for the service described above. Vendors interested in participating in future contracting opportunities are encouraged to respond to this RFI.

#### **1.2. PROJECT BACKGROUND / CURRENT CONDITION**

An ongoing mechanical construction project at Building 17 includes the installation of a new instrumentation manufactured by Preferred Instruments. These combustion controls and burner management systems are mounted on the water tube Erie Iron Works steam generating Boilers, the direct digital control system for the steam boilers. This system is replacing an ageing control system and is used for all aspects boiler operation and burner combustion control. Combustion control is an extremely critical aspect of boiler operation with primary focus on personnel and equipment safety, but also extending to compliance with numerous air permit requirements imposed upon the Agency. Considering the critical nature of the system, preventative maintenance services will ensure a safe operating manner within prescribed parameters to meet regulatory requirements imposed upon plant operation.

#### **1.3. BRIEF PROJECT OUTLINE / VISION**

OGS Utilities anticipates it will take six service calls to perform tasks:

1. Site Visit #1. Scheduled for 2-3 weeks prior to the expected start of a normal heating season. Activities would include a boiler system quality checks and instrument calibration.
2. Site Visit #2. Scheduled for a winter month when the plant is near peak load. Typically, this is in the middle or towards the end of December. Perform combustion tuning on both natural gas and #2 fuel oil operation. Provide reports to show performance data.
3. Site Visit #3. Scheduled for an outage in the summer for 1 day. Perform calibration and testing of the balance of plant instrumentation. Items include:
  - a. Boiler feed pumps
  - b. Condensate transfer pumps
  - c. DA Tank Instruments
  - d. Surge Tank Instruments
4. Site Visits #4, #5, and #6. These visits will be scheduled quarterly to visit the plant and check normal operation. These visits may also be used as emergency service when it is required by the facility.

## 2. DESIRED KNOWLEDGE

OGS seeks to gain a comprehensive understanding required maintenance to keep Preferred Instruments Boiler Direct Digital Control (DDC) functioning properly. This would include frequencies, tasks, personnel qualifications, estimated man hours, etc.

Vendors are encouraged to be comprehensive when providing information related to this RFI. The State understands there are a host of potential solutions and it expects equal consideration be given to all options available in the marketplace.

## 3. CONTENT OF RESPONSE

OGS requests that vendors include the following types of information in their written responses:

1. Contract Information – If applicable, include a list of any contract numbers you hold with the State of New York and indicate what products and services may be available under the contract as well as what products and services may not be available under the contract.
2. Potential Requirements – What requirements should be included in a procurement solicitation to ensure Preferred Instruments Boiler Direct Digital Control (DDC) is maintained and functioning Properly.
3. Required Information – What information regarding Preferred Instruments Boiler Direct Digital Control (DDC) should be included to enable vendors to develop a proposal and pricing.
4. Issues and Concerns – Provide information regarding any potential issues or considerations OGS should consider?

Since this RFI is designed as a tool to collect information and shall not result in a procurement contract, it does not fall under the requirements of State Finance Law §§139-j and 139-k (the Procurement Lobbying Law) and there is no restricted period. However, we ask that you direct your questions and responses in writing to the OGS point of contact listed below.

Seth Stark, Contract Management Specialist II  
NYS Office of General Services  
Financial Administration / Agency Procurement Office  
Corning Tower, 32nd Floor, ESP  
Albany, New York 12242  
Voice: 1-518-486-2823  
Email: [seth.stark@ogs.ny.gov](mailto:seth.stark@ogs.ny.gov)

Please respond to the information above by **Friday October 18, 2019 by 4:00 pm**. Responses may be submitted by either hard copy or email to the contact above.

Provide the name of your company, its location, a contact person, phone number, and email address when replying to this RFI. A response does not bind or obligate the vendor to any agreement of provision or procurement of services referenced.