

ATTACHMENT 5

Refrigeration Management & Leak Detection Services

Refrigeration Management & Leak Detection Services Program Overview:

The Refrigeration Management Services Program (the "Program") is designed to identify and provide refrigeration leak detection services and product and/or repair solutions for qualified facilities within the District of Columbia.

Service Providers who can provide the following services are strongly recommended to apply.

- General Contractors
- HVAC/R

Qualifications:

Service Providers interested in qualifying for the Refrigeration Management Program will be required to meet the following qualifications:

- Demonstrated proficiency in identifying and providing leak detection services along with product and/or repair solutions according to the standard of care and practice appropriate for the nature of the services and in compliance with applicable laws, statutes, ordinances, rules, regulations, and orders enacted by or promulgated by federal, state, municipal, or other governmental authorities including but not limited to all necessary permits, licenses, concurrences, and/or other governmental approvals necessary to complete the service.
- Proof of an Environmental Protection Agency (EPA) 608 certification (see Section 608 Technical Certification and the [checklist for Refrigerant Reclaimers Seeking EPA Certification | US EPA.](#))
- Demonstrated proficiency in District of Columbia building codes and configuration settings required by the DCSEU to achieve optimal energy efficiency.
- Ability to identify additional energy saving opportunities as defined by the DCSEU program protocols.
- Provide a written summary/report of the inspection services.
- Must receive a minimum score of 55 points under the RFQ (see VII. Evaluation Criteria)

Authorization of Services:

All services provided under the Program will be authorized by the DCSEU through issuance of a Subcontract and one or more Work Orders. Each Work Order will specify the service to be performed, the pricing provisions and a schedule for performance of the services, and any other items deemed necessary by the DCSEU. Once enrolled in the Refrigeration Management Program, Service Provider will be eligible to receive Work Orders from the DCSEU and may bring eligible project opportunities to the DCSEU for consideration.

Refrigeration Management Assessments:

Service Providers deemed qualified by the DCSEU will be enrolled in the Refrigeration Management Program. If authorized by the DCSEU, Service Providers will be expected to provide the following services:

Task 1: Schedule Refrigeration Audit

Service Provider shall coordinate with the DCSEU and the Customer to schedule an on-site walk-through of the facility located at the Site Location listed above. Service Provider shall schedule the walk-through for a date and time that minimizes disruption to the Customer's operations and that complies with the terms and conditions of the Work Order(s).

Task 2: Perform Refrigeration Audit:

Service Provider shall perform a refrigeration audit according to industry best practices and shall comply with all applicable laws, statutes, ordinances, rules, regulations, and orders enacted by or promulgated by federal, state, municipal, or other governmental authorities including but not limited to procuring all necessary permits, licenses, concurrences, and other governmental approvals necessary to complete the refrigeration audit.

This work shall include at a minimum, the following:

1. Reviewing documents provided by the DCSEU and/or the Customer to provide context for the facility's energy use.
2. Developing an inventory of all critical components of the refrigeration system(s) at the facility.
3. Performing a manual refrigerant leak detection of the refrigeration system(s) (where accessible) and providing all data to the DCSEU.
4. Reviewing all data measured and collected during the refrigeration audit against the manufacturers' data to determine the refrigeration system's overall performance, any areas of concerns, and areas that need immediate attention as further described below.

Task 3: Refrigeration Audit Report

Service Provider shall summarize its findings from Tasks 1 and Task 2 into a Refrigeration Audit Report for review and approval by the DCSEU Work Order Manager. The Refrigeration Audit Report shall include at a minimum the following:

1. Evaluation of the following Refrigeration items (but are not limited to):
 - a. Door seals/heater controls – Type and condition
 - b. Fans/controls – Type and condition
 - c. Type of compressors- Age and Size
 - d. Visual review of any Icing in non-refrigerated locations that are a result of the refrigeration system(s)
 - e. Lighting Inventory used by the refrigeration system(s) (Type/wattage/Est hours of use)
 - f. Potential for heat recovery

2. An inventory of each piece of refrigeration equipment:
 - a. Existing condition of identified refrigeration measure
 - b. Efficiency rating and type of measure
 - c. Refrigeration type
 - d. Size of system
 - e. Model number
 - f. Serial number
 - g. Estimated run hours annually (if applicable)
 - h. Quantity of compressor circuits feeding critical refrigeration systems and whether circuits are operational/functioning.
 - i. Picture or record (invoice) of recent refrigeration charges (lbs and date)
 - ii. Picture of maintenance records

3. Service Provider will record the results of any manual refrigerant leaks detected to determine potential/actual system leakage and include the findings in the report. Items identified under 1 & 2 with refrigerant leaks must be clearly identified in the report.

4. Report Recommendations:

For each refrigeration measure identified under Section 1 and Section 2, provide a draft scope of work and cost estimate (if possible) for the recommended improvements, repairs, and upgrades listed in order of priority to improve the operations of the system(s) including the installation of a permanent leak detection system, if applicable.

Pricing:

The requested price for the services listed above should include the following options:

- Firm Fixed Fee (FFF) per audit.
- Time and Materials per audit (include hourly pricing and ancillary services such as mileage, parking permit, etc.)
- Hybrid per audit (FFF/T&M)

DCSEU Verification Requirements: Quality Assurance, Quality Control Inspections:

Upon completion of a project and prior to payment, Service Providers will be required to:

- a. Pass a Quality Assurance, Quality Control inspection performed by the DCSEU to verify completion of the services in compliance with the DCSEU Program Protocols and any specifications set forth in the Work Order
- b. Provide the DCSEU with copies of all permits, approvals, and/or consents necessary to lawfully complete the service (e.g., the District Department of Buildings structural and/or electrical permit(s) and any other permits or approvals required, such as historic, zoning or PEPCO) and pay all related fees, if applicable.
- c. Any other documentation requested by the DCSEU to verify completion of the services according to DCSEU Program protocols.

General Provisions

At the Discretion of the DCSEU, Refrigeration Management Service Providers may be considered for additional scope(s) of work under the RFQ. If applicable, the DCSEU will reach out to potential Service Providers to verify the Service Providers qualifications for the other scope(s) of work.