

#6

FINANCE DEPARTMENT

Memo

June 29, 2022

Mr. Rob Brule
First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Re: Bid Award – Re-BID#22-111 HVAC Repairs, Maintenance and On-Call Services

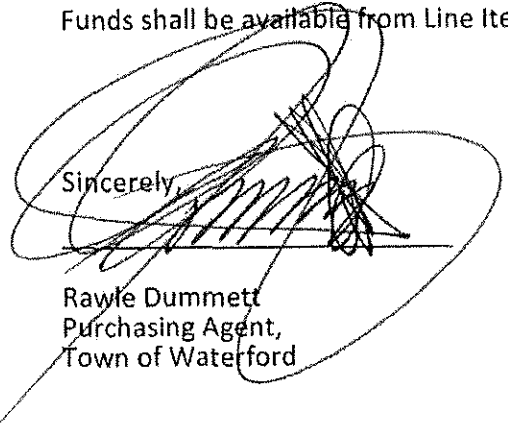
Dear Mr. Brule,

On June 16, 2022, Paul Koelle and I opened bids for the above-mentioned project with the attached results.

The Purchasing Agent on behalf of the Public Works Department recommends the contract for this project be awarded to the most qualified and responsive bidder Action Air Systems, for \$54,900.00 year one (1) and \$54,900.00 year two (2) in accordance with their submission dated June 16, 2022. Year three at the Town's discretion. See clarification attached.

Funds shall be available from Line Item 10111-52040 Service Contracts and Repairs.

Sincerely,



Rawle Dummett
Purchasing Agent,
Town of Waterford

INTER-OFFICE MEMORANDUM

TOWN OF WATERFORD

To: Rawle Dummett, Purchasing Agent

From: Gary J. Schneider, Director of Public Works



Date: June 24, 2022

Re: HVAC Repairs, Maintenance & on-Call Services Bid Award

The Department has reviewed the three bids submitted for HVAC Repairs, Maintenance and On-Call services for general government buildings. The firm selected is to provide a comprehensive heating-ventilation-air conditioning maintenance and repair program for a wide variety of municipal facilities. The work will include the provision of a total maintenance/management program including, but not limited to the inspection, preventative maintenance, on call emergencies, repair, programming and other tasks and services necessary to insure safe, well maintained HVAC systems for Town employees and the public.

The town seeks to enter into a contract for two (2) years with the opportunity to extend for two (2) additional years subject to the agreement of both parties.

The Department recommends that Action Air Systems, Inc. be awarded the contract.

Tabulation Sheet

Bid#22-111 HVAC Repairs, Maintenance and On-Call Services

June 16, 2022 @11:00 am

Vendor	Proposal Total	Notes
B-G Mechanical	\$54,990.00	Annual
Cariati Mechanical LLC.	\$147,864.00	Two years
Action Air Systems Inc.	\$54,900.00	Annual

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT ACTIVITIES

Please indicate the name and address of the company official(s) responsible for carrying out the Equal Employment Opportunity/Affirmative Action Program for your company.

LORI Stevens

131 Adams Street

Manchester, CT 06042

If your company does not have a written affirmative action plan, please estimate the number of vacancies during the next 12 months, and indicate the numerical or percentage goals you have set for the employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor/bidder understands that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered for contract with the Town of Waterford. The vendor/bidder also understands that the Affirmative Action statements will become part of any contract, and that breach of such statements will constitute a breach of the contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries above are true, complete, and correct to the best of my knowledge and belief.

6-16-2022

SALES Estimator

Date

Leo Schumfeld

Signature

Title

Subscribed and sworn to before me at _____, Connecticut, this

Day of _____ 20____.

AFFIRMATIVE ACTION STATEMENT

NOTE: IF YOUR COMPANY HAS LESS THAN 10 EMPLOYEES, OR HAS COMPLETED
THIS SAME FORM WITHIN 1 YEAR, YOU MAY DISREGARD THE FOLLOWING
EQUAL EMPLOYMENT/AFFIRMATIVE ACTION SECTION, EXCEPT AS NOTED.

- OR:
- (1) The number of employees _____
 - (2) Completed this form within one year ☒ Yes ☐ No

FOR SEALED BIDS: If your company has completed this form within one year
Please forward a photocopy of the initial form with your bid. If significant
Changes have taken place within the past year, please update the information on
this form.

REQUIREMENT – Any vendor/bidder seeking to do business with the Town of Waterford must,
upon request, supply the Town and/or the Waterford Human Resources with any information
concerning the Affirmative Action/Equal Employment practices of the vendor/bidder, which the
Town and/or Commission deems necessary in fulfilling its charge. Failure to supply such
information, when requested, will result in the termination of any further transactions between
the vendor/bidder and the Town of Waterford.

Subscribed and sworn to before me at MANCHESTER, Connecticut, this
22

Day of DECEMBER 2021.

KEVIN A. MICHAUD
NOTARY PUBLIC
MY COMMISSION EXPIRES 6/30/26

AFFIRMATIVE ACTION STATEMENT

NOTE: IF YOUR COMPANY HAS LESS THAN 10 EMPLOYEES, OR HAS COMPLETED
THIS SAME FORM WITHIN 1 YEAR, YOU MAY DISREGARD THE FOLLOWING
EQUAL EMPLOYMENT/AFFIRMATIVE ACTION SECTION, EXCEPT AS NOTED.

OR: (1) The number of employees 52
(2) Completed this form within one year Yes ☒ No

FOR SEALED BIDS: If your company has completed this form within one year
Please forward a photocopy of the initial form with your bid. If significant
Changes have taken place within the past year, please update the information on
this form.

REQUIREMENT – Any vendor/bidder seeking to do business with the Town of Waterford must,
upon request, supply the Town and/or the Waterford Human Resources with any information
concerning the Affirmative Action/Equal Employment practices of the vendor/bidder, which the
Town and/or Commission deems necessary in fulfilling its charge. Failure to supply such
information, when requested, will result in the termination of any further transactions between
the vendor/bidder and the Town of Waterford.

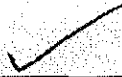
COMPANY NAME AND ADDRESS

Action Air Systems, Inc.

TYPE OF BUSINESS

HVAC Mechanical Contractor

TYPE OF ORGANIZATION



Corporation

Partnership

Individual

If unit filing this application is not the above-named company, give the name, address, and telephone number of reporting unit. (Branch, agent, representative).

TOWN OF WATERFORD
NON-COLLUSION STATEMENT

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid."

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date:

6-16-2022

Name of Company:

Action Air Systems, Inc

Name and Title of Agent:

Lee Scheinfeld / Sales Estimator

By (SIGNATURE):

Lee Scheinfeld

Address:

131 Adams Street

Manchester, Ct. 06042

Telephone Number:

860-645-8838

Submission Form

Town of Waterford
Board of Selectmen Request for Proposals
Town Wide HVAC Maintenance Services Re-Bid #22-111

The Purchasing Agent will accept Proposals until **11:00 a.m., Thursday, June 16, 2022**

from qualified firms at 15 Rope Ferry Road Waterford, CT.

Firm Name: Action Air Systems, Inc
Address: 131 Adams Street Manchester ct 06042
Email: Lee@actionairsystems.com

Bid Amount: \$ 54,900.00

Written: Fifty Four Thousand Nine Hundred Dollars

Subscribed and sworn to before me this 14 day
of

JUNE 2022

Date: 6/14/22

Notary Public: [Signature]

My Commission Expires:

6/30/2026

By: [Signature]

Print Name: Lee Scheinfeld

Title: Sales Estimator

131 Adams Street
Manchester, Ct. 06042
860-645-8838 X 233
Cell 860-982-1819
E-Mail: lee@actionairsystems.com

From: Rawle Dummett <rdummett@waterfordct.org>
Sent: Monday, June 20, 2022 10:20 AM
To: Lee Scheinfeld <lee@actionairsystems.com>
Subject: Re-Bid 22-111

Good Day Lee.

Kindly advise whether your proposal is for two years as requested in the bid document. IF not, please advise what the town will be charges for the second year.

Sincerely

Rawle Dummett
Purchasing Agent
Town of Waterford
Tele: 860-444-5842



Rawle Dummett

From: Rawle Dummett
Sent: Monday, June 20, 2022 11:56 AM
To: 'Lee Scheinfeld'
Subject: RE: Re-Bid 22-111

Good morning Lee.

Information received.

Thank you.

Rawle Dummett

**Purchasing Agent
Town of Waterford
Tele:860-444-5842**



From: Lee Scheinfeld <lee@actionairsystems.com>
Sent: Monday, June 20, 2022 11:28 AM
To: Rawle Dummett <rdummett@waterfordct.org>
Subject: RE: Re-Bid 22-111

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the
content is safe.**

Good morning Rawle,

I did not notice it was a 2 year bid. My apologies.
I would hold the price for the second year @ \$54,900.00 as well.
The price for 2 years would be \$109,800.00
No prevailing wages were included with my bid.

Thank you, Lee

**Lee Scheinfeld
Action Air Systems, Inc.**

**TOWN OF WATERFORD
WATERFORD, CONNECTICUT
REQUEST FOR PROPOSALS**

Re-Bid#22-111 HVAC Repairs, Maintenance and On Call Services

Sealed bids are hereby solicited and will be received by the Purchasing Agent of the Town of Waterford at the office of the Purchasing Agent, Waterford Town Hall, 15 Rope Ferry Road, Waterford, Connecticut, until **10:00 a.m., Thursday, June 16, 2022** at which time and place they will be publicly opened and read aloud in the **Louis Appleby Room**.

The Information for Bidders, Form of Bid, Specifications, and other contract documents may be obtained by accessing the Town of Waterford's website at <http://www.waterfordct.org> Proposals must be submitted on the forms provided and in a sealed envelope plainly marked **"Re-Bid#22-111 ~ HVAC Repairs, Maintenance and On Call Services"**

A site inspection is scheduled on Wednesday June 8, at 10:00a.m. starting at the Town Hall 15 Rope Ferry Road Waterford, CT 06385.

To receive consideration, bids must be delivered to the Purchasing Agent or his authorized representative at The Purchasing Department, 15 Rope Ferry Road Waterford, CT 06385, no later than the day and hour mentioned above.

The Town reserves the right to accept or reject any or all bids; to waive any informality; or to accept any bid deemed in the best interests of the Town of Waterford. All bids will be considered valid for a period of sixty (60) days.

**Rawle Dummett
Purchasing Agent
Town of Waterford**

TOWN OF WATERFORD

INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS

Sealed Proposals (**ONE ORIGINAL & TWO COPIES**) as detailed in the BID will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. **Proposals may be mailed or hand-delivered and received by the specified time. Packets received after designated time will not be accepted.**

The envelope enclosing your Proposal should be clearly marked on its front by Proposal number, time of Proposal opening and date.

Whenever it is deemed to be in the best interest of the Town, the Board of Selectmen shall have the right to accept or reject any Proposal, or any part of any Proposal, when such action is deemed to be in the best interest of the Town of Waterford.

The award will be on the basis of qualified, lowest, responsible Bidder to meet specifications unless otherwise specified.

Proposals will be carefully evaluated as to conformance with stated specifications.

Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a Proposal involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the Proposal.

The Proposal Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Proposal.

Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a Proposal. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Proposal without extra cost to the Town of Waterford.

Any Proposal may be withdrawn prior to the above scheduled time for the opening of Proposals or authorized postponement thereof. Any Proposal received after the time and date specified shall not be considered. No bidder may withdraw a Proposal within ninety (60) days after the actual date of the opening thereof. Should there be reasons why a Proposal cannot be awarded

within the specified period; the time may be extended by mutual agreement between the Town and the bidder.

The bidder agrees and warrants that in the submission of this sealed bid, they will uphold the Town of Waterford's commitment to following Connecticut State and Federal law ensuring full compliance with Title VI of the Civil Rights Act of 1964 which affirms that no person or group of persons is excluded from participation, denied benefits, or otherwise subjected to discrimination or permits discrimination under any program or activity or any service rendered to the public, on the grounds of race, color, creed, religion, national origin, sex, age or disability. Unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut. The bidder further agrees to provide the Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.

Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this Proposal will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.

The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.

By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening. Non-Collusion Statement to be filled out.

IF APPLICABLE the Bidder, when applicable, agrees to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor.

Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising.

SECTION 1 – INTRODUCTION AND INFORMATION

Purpose

The Town of Waterford is seeking a well-qualified firm to provide a comprehensive heating-ventilation-air conditioning maintenance and repair program for a wide variety of municipal facilities. The work will include the provision of a total maintenance/management program including, but not limited to the inspection, preventative maintenance, repair, programming and other tasks and services necessary to insure safe, well maintained HVAC systems for Town employees and the public.

Submission Deadline

Sealed proposals shall be delivered during the Town's normal business hours in a sealed envelope and addressed to the Town of Waterford 15 Rope Ferry RD Waterford, CT 06385 ATTN: Purchasing Agent (Town Hall) no later than the date and time specified, at which time and place the proposals will be publicly opened and the names of the firms will be read. After the deadline, proposals will not be accepted. Firms are responsible for making certain that their proposal is received at the location specified by the due date and time. The Town of Waterford is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. The Town's normal business hours are Monday through Friday, 8:00 a.m. through 4:00 p.m. excluding holidays observed by the Town.

Point of Contact

All information concerning procedures and technical specifications pertaining to this solicitation should be directed to, Purchasing Agent Rawle Dummett at (860)444-5842 or email at rdummett@waterfordct.org. Clarifications will be answered by addendum which will be posted to the Town's Website at <http://www.waterfordct.org/depts/finance/purchasing.htm>

Questions of a material nature must be received prior to the cut-off date specified in the BID Schedule.

No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

END OF SECTION

SECTION 2 - SPECIAL TERMS AND CONDITIONS

General Conditions

BID General Conditions are included and made a part of this BID.

Changes and Interpretations

It is the sole responsibility of each firm to notify the Buyer utilizing the question / answer during the pre-proposal conference and/or site visit and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed.

Changes and Alterations

Consultant may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Proposal deadline.

Proposer's Costs

The Town shall not be liable for any costs incurred by proposers in responding to this BID.

Pricing/Delivery

All pricing should be identified within the contractor's bid. Failure to identify pricing and provide costs as requested in this BID may deem your proposal non-responsive. **Pricing shall include all buildings listed herein as well as any unlisted buildings and equipment deemed inclusive at time of site inspection.**

Contractor must quote a firm, fixed price for all services stated in the BID. All costs including travel shall be included in your proposal. The Town shall not accept any additional costs including any travel associated with coming to the Town of Waterford.

Prices proposed shall be valid for at least sixty (60) days from time of BID opening unless otherwise extended and agreed upon by the Town and proposer.

Invoices/Payment

The Town will accept invoices when work has been completed. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice. Payment will be made within **Thirty (30) days** after receipt of an invoice acceptable to the Town. If at any time during the contract, the Town shall not approve or accept the Contractor's work product, and agreement cannot be reached between the Town and the Contractor to resolve the problem to the Town's satisfaction, the Town shall negotiate with the Contractor on a payment for the work completed and usable to the Town.

Mistakes

The consultant shall examine this BID carefully. The submission of a Proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

Acceptance of Proposals / Minor Irregularities**2.8.1**

The Town reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals, which do not make the proposal conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely affect the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The Town also reserves the right to reissue a Request for Proposal.

The Town reserves the right to disqualify Consultant during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant.

Contract Award

The Town reserves the right to award a contract to that Consultant who is best lowest qualified bidder, and will best serve the interest of the Town. The Town reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The Town also reserves the right to waive minor irregularities or variations of the submittal requirements and BID process.

END OF SECTION

INSURANCE REQUIREMENTS - Within five days of contract award, the awarded vendor shall provide a Certificate of Insurance in accordance with the following requirements: Contractor/Vendor will agree to maintain in force at all times during which work/services are to be performed, the following minimum limits of insurance coverage. Coverage will include the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Waterford, its employees and agents as an Additional Insured** on a primary and non-contributory basis to the bidders Commercial General Liability and Automobile Liability policies. **All policies shall also include a Waiver of Subrogation.** The insurance company(ies) must be licensed with the State of Connecticut and have a Financial Strength Rating of "A-" or higher and a Financial Size Rating of VIII or higher from A.M. Best Company.

		Minimum Limits
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation & Employers' Liability	Work Comp	Statutory Limits
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

The Town of Waterford must be named as "Additional Insured" on this policy.

A Certificates of Insurance documenting the coverage listed above must be presented to The Town of Waterford prior to the commencing of any work/service. The Contractor/Vendor also agrees to provide replacement and/or renewal certificates at least 30 days prior to the expiration of each policy.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years following the completion date of the work/service. If the claims-made policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for two (2) years from the completion date.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT ACTIVITIES

Please indicate the name and address of the company official(s) responsible for carrying out the Equal Employment Opportunity/Affirmative Action Program for your company.

If your company does not have a written affirmative action plan, please estimate the number of vacancies during the next 12 months, and indicate the numerical or percentage goals you have set for the employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor/bidder understands that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered for contract with the Town of Waterford. The vendor /bidder also understands that the Affirmative Action statements will become part of any contract, and that breach of such statements will constitute a breach of the contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries above are true, complete, and correct to the best of my knowledge and belief.

Date

Signature

Title

Subscribed and sworn to before me at _____, Connecticut, this

Day of _____ 20____.

AFFIRMATIVE ACTION STATEMENT

NOTE: IF YOUR COMPANY HAS LESS THAN 10 EMPLOYEES, OR HAS COMPLETED
THIS SAME FORM WITHIN 1 YEAR, YOU MAY DISREGARD THE FOLLOWING
EQUAL EMPLOYMENT/AFFIRMATIVE ACTION SECTION, EXCEPT AS NOTED.

OR: (1) The number of employees _____
(2) Completed this form within one year _____ Yes _____ No

FOR SEALED BIDS: If your company has completed this form within one year
Please forward a photocopy of the initial form with your bid. If significant
Changes have taken place within the past year, please update the information on
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REQUIREMENT – Any vendor/bidder seeking to do business with the Town of Waterford must,
upon request, supply the Town and/or the Waterford Human Resources with any information
concerning the Affirmative Action/Equal Employment practices of the vendor/bidder, which the
Town and/or Commission deems necessary in fulfilling its charge. Failure to supply such
information, when requested, will result in the termination of any further transactions between
the vendor/bidder and the Town of Waterford.

COMPANY NAME AND ADDRESS

TYPE OF BUSINESS

TYPE OF ORGANIZATION

_____ Corporation _____ Partnership

_____ Individual

If unit filing this application is not the above-named company, give the name, address, and telephone number of reporting unit. (Branch, agent, representative).

TOWN OF WATERFORD
NON-COLLUSION STATEMENT

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid."

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

Submission Form

**Town of Waterford
Board of Selectmen Request for Proposals
Town Wide HVAC Maintenance Services Re-Bid #22-111**

The Purchasing Agent will accept Proposals until **11:00 a.m., Thursday, June 16, 2022**

from qualified firms at 15 Rope Ferry Road Waterford, CT.

Firm Name: _____

Address: _____

Email: _____

Bid Amount: \$ _____

Written: _____ Dollars

Subscribed and sworn to before me this ____ day
of

_____ 20__.

Date: _____

Notary Public: _____

My Commission Expires: _____

By: _____

Print Name: _____

Title: _____

MUNICIPAL FACILITY HVAC MAINTENANCE REQUEST FOR PROPOSAL (RFP)

1. BACKGROUND

The Town of Waterford is seeking a well-qualified firm to provide a comprehensive heating-ventilation-air conditioning maintenance and repair program for a wide variety of municipal facilities. The work will include the provision of a total maintenance/management program including, but not limited to the inspection, preventative maintenance, on call emergencies, repair, programming and other tasks and services necessary to insure safe, well maintained HVAC systems for Town employees and the public.

The town seeks to enter into a contract for two (2) years with the opportunity to extend for two (2) additional years subject to the agreement of both parties.

2. SCOPE OF WORK – STANDARDS AND SPECIFICATIONS

The Contractor shall retain professional licensed personnel who have successfully and competently provided municipal facility HVAC maintenance and repair services on projects of similar scope and complexity. It shall be the Contractor's responsibility to develop and implement a routine maintenance program to effectively maintain, to the satisfaction of the Town representative, all aspects of HVAC systems in Town defined facilities. For the purpose of this contract, routine preventative HVAC maintenance shall be defined as scheduled routine inspection and proactive servicing of HVAC systems so as to facilitate heating/cooling with a minimal downtime. The routine maintenance and all repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and in conformance to all applicable laws, codes and regulations. The successful Proposer's maintenance program and repairs shall, at a minimum, include but not limited to the specifications outlined herein.

SERVICES TO BE PROVIDED

It is the Proposer's responsibility to provide appropriate tools and vehicles necessary to support all facility HVAC maintenance functions during hours of maintenance and for response after

normal working hours. Proposer's services are to be compliant with all Federal, State, CARB, AQMD, OSHA and all other applicable regulatory requirements.

HVAC MAINTENANCE STAFFING LEVELS

The Contractor shall provide a staffing level that will provide the desired level of

customer service, program support, HVAC maintenance and repair at designated Town facilities.

Staffing levels should include staff that is certified and proficient in the complete maintenance and repair of chiller systems, air handlers, pneumatic systems, and a variety of package HVAC units. Additionally, service levels shall provide the ability to respond immediately to situations involving the health and safety of employees and/or the public; comfort and operational capability of any public meeting space. Routine repairs, service requests or other non-urgent tasks shall be completed by journey level staff within one (1) hour working day from the date of the automated request or assignment by the Town Representative.

The journey-level worker(s) shall be proficient in the following trades:

- Package HVAC units.
- All mechanical, electronic aspects of HVAC systems.
- Multi zone air handling systems
- A comprehensive understanding of HVAC control systems.

BILLABLE WORK

All work beyond and in addition to the scope of the contract shall be considered billable hours and will require that an estimate for that proposed work be provided to

the Town Representative for consideration and approval prior to work being completed.

SUBCONTRACTING

No portion of the work covered by these specifications may be subcontracted or assigned without prior approval of the Town Representative. Requests to subcontract all or any portion of services required by this contract will be submitted to the Town Representative, at least thirty (3) days in advance of the proposed effective date of the subcontract. Proposer shall include in this written request a detailed description of how the Contractor plans to oversee the services performed by the proposed subcontractor. Contractor shall be responsible for services provided by any subcontractor as if Contractor were providing the services with its own organization. Any subcontractor providing services shall have successfully passed a background check prior to commencing work and must meet the Town's insurance requirements. Contractor shall bear all expenses of any subcontractor background checks and any required insurance.

Damages: The Contractor will be responsible for all damages to the facility or ~~costs~~ caused by Contractor, their staff or subcontractors during the performance of their duties.

Tools and Equipment: The Contractor shall furnish and maintain all equipment necessary for properly maintaining HVAC systems in Town buildings. The Town of Waterford reserves the right to inspect equipment to be used to perform services under this contract. Any equipment determined to be in poor condition must be replaced immediately, at the contractor's expense. Failure to provide suitable equipment for carrying out all requirements of this contract may be grounds for termination.

EMERGENCY CALL OUT SERVICE

Contractor shall provide 24-hour emergency service as needed in all aspects of HVAC emergency repair for the Town facilities included in this specification. Hours shall be Monday through Friday 8:00 a.m. to 4:00 p.m. and 24 hours each day on weekends and Holidays.

HEATING-VENTILATION-AIR CONDITIONING (HVAC) MAINTENANCE AND MONITORING

- Contractor shall respond to indoor temperature complaints and provide expeditious correction and record complaints and corrections at all Town facilities.
- Contractor shall inspect all HVAC systems at least once each year, with seasonal start-up and run inspections.
- Contractor shall inspect all moving parts or components, investigate noises:

belts; bearings; drives; and fans, and lubricate and adjust as recommended per manufacturers specifications.

- Contractor shall perform air-handling unit maintenance which includes but is not limited to; all services recommended by manufacturer; replacing air filters at least quarterly, at all Town facilities not covered under Proposer contract.
- Contractor shall inspect, provide oversight and documentation that all Town owned facilities under contract with Proposer are receiving required work.
- Contractor shall perform for preventative maintenance on all boilers at least once each year.

Annual Maintenance

Proposer will perform scheduled annual preventive maintenance in accordance with a program of standard routines as determined by your experience, equipment application, and equipment operating hours that are recommended by each equipment manufacturer and location. This service is designed to optimize the reliability and efficiency of the equipment, extend the useful life of the Town's equipment, and provide proactive indications of excessive wear and damage to HVAC systems before a catastrophic failure occurs during the next operating season. Proposer will also provide recommendations for additional service(s) that will better enhance equipment performance.

HVAC Air Filter Changing Service

This service will maintain indoor air quality by changing filters quarterly and minimizing dust and particles from collecting on ductwork. This service will insure proper flow through cooling and heating coils, thus preventing restrictions in airflow, leading to higher system and energy efficiency. The equipment included under this service is itemized in the List of Maintained Equipment. In the event the air filter material or cleaning requires different frequencies than indicated (due to experience or changes in operating conditions), recommendations will be made for approval by the Town Representative to adjust the frequencies and any associated price.

Air Cooled Condenser Coil Cleaning

This service will improve airflow across condenser coils, improve heat transfer and extend the life of the compressors. Coil cleaning consists of cleaning the outside surface of the condensing unit coils to remove any airborne particles, dirt build-up by using a brush, high pressure air, chemical with low pressure wash or chemical with high pressure wash based on the condition of outside environment and coil accessibility.

Evaporator Coil and Cleaning

Proposer will clean air handling unit evaporator coils that will help improve air circulation in the air distribution system, and reduce dust and dirt that is in the system. Coils will be cleaned at a time that is mutually agreeable between the proposer and the Town Representative. Coil cleaning consists of cleaning the surface of the evaporator coil to remove dust and dirt particles that have collected on the evaporator coil. Coils will be cleaned using a vacuum cleaner and or other devices that allow the proper cleaning of the coil.

Operating Inspection

Proposer will provide this service to assure that mechanical equipment continues to operate efficiently with little operating disruptions during the operating season. Proposer will provide routine operating inspection(s) to check system performance in accordance with a program of standard routines as determined by our experience, the equipment manufacturer's published recommendations, equipment application, and location. A detailed list of the tasks included with this service in the Equipment Tasking section of this service agreement. This service will focus on equipment operation, fluid levels, operating and safety controls, and safe equipment operation.

Operating Inspection – Heating

This service will help to assure mechanical equipment continues to operate efficiently, safely and with little operating disruptions during the operating season. Proposer will provide routine operating inspection(s) to check system performance in accordance with a program of standard routines as determined by our experience, the equipment manufacturer's published recommendations, equipment application, and location. A detailed list of the tasks included with this service is in the Equipment Tasking section of this service agreement (see Page 9). This service will focus on equipment operation, fluid levels, operating and safety controls, and safe equipment operation.

Operating Inspection - Cooling

This service will help to assure mechanical equipment continues to operate efficiently, safely and with little operating disruptions during the operating season. Proposer will provide routine operating inspection(s) to check system performance in accordance with a program of standard routines as determined by our experience, the equipment manufacturer's published recommendations, equipment application, and location. This service will focus on equipment operation, fluid levels, operating and safety controls, and safe equipment operation.

Equipment Tasking

The following tasks listed herein for each equipment type will be performed at the intervals planned. These tasks are designed to place the equipment into prime operating condition so that the equipment will operate effectively, reliably, and efficiently.

Town of Waterford

MUNICIPAL HVAC FACILITIES EQUIPMENT & LOCATIONS

HVAC SYSTEMS LOCATIONS

BUILDING/FACILITY	ADDRESS	SQUARE FOOTAGE
Town Hall	15 Rope Ferry Rd	32,000
Community Center (Comm center & Parks)	24 Rope Ferry Rd	32,000
Police Department	41 Avery Lane	28,000
Emergency Operations Center	41 Avery Lane	9,500
Youth & Family Services	200 Boston Post road	3,200
Municipal Complex	1000 Hartford Turnpike	
Library	49 Rope Ferry Rd	17,500

HVAC Equipment and Locations

Communication Towers

<u>Address</u>	<u>Configuration</u>	<u>Brand</u>	<u>Model #</u>	<u>Location</u>	<u>QTY</u>
51 Daniels Rd	Package Unit (Pk=Nemis Code)	Bard	WA372 WL372	Outside	2
85 Miner Ln	Package Unit (Pk=Nemis Code)	Bard	WA372 WA372	Outside	2
35 South Barlett Rd	Package Unit (Pk=Nemis Code)	Bard	WA372 WL372	Outside	2
Fargo Rd	Package Unit (Pk=Nemis Code)	Bard	WA602 WL602	Outside	2

Emergency Operations Center

<u>Equipment I.D Location</u>	<u>Configuration</u>	<u>Make</u>	<u>Model Number</u>	<u>Service Cycle</u>
(1) RTU Heat/ Cool	Packaged Units	TBD	TBD	4
Ductless Split System	Split system	Mitsubishi	TBD	4

Police Department

<u>Equipment I.D Location</u>	<u>Configuration</u>	<u>Make</u>	<u>Model Number</u>	<u>Service Cycle</u>
Chiller	Air Cooled Packaged	Carrier	30RAP0555FAF8F	2
Air Handlers	Package	Carrier	39NM17D020VS322XGS	4
Circ Pumps	Base mount	B&G	TBD	2

Community Center

<u>Equipment I.D Location</u>	<u>Configuration</u>	<u>Make</u>	<u>Model Number</u>	<u>Service Cycle</u>
(2) Trane air handlers Basement & mezz	M Series	Trane	Various	4
Chiller	Package Air Cooled	Trane	RTAA1254XQ01A03D1HBDF	2
Ductless Split IT room	Split Systems	Mitsubishi	TBD	4

Municipal Complex

<u>Equipment I.D Location</u>	<u>Configuration</u>	<u>Make</u>	<u>Model Number</u>	<u>Service Cycle</u>
Ductless Split System Roof/ Indoor	Split System	Mitsubishi	PUYA18NKA7	4
Make up Air unit Roof	Package gas fired	Greenshank	PVF350	2
Rooftop (2) Heat/cool Roof	Package gas/elec	Trane	YSC036	4
Rooftop (1) Heat/cool Roof	Package gas/elec	Trane	YSC048	4

Library

<u>Equipment I.D Location</u>	<u>Configuration</u>	<u>Make</u>	<u>Model Number</u>	<u>Service Cycle</u>
(3) Oil Furnace bsmt	Oil Fired	International	TBD	2
(4) Oil Furnace bsmt	Oil Fired	Jackson church	TBD	2
RTU Roof	Package Oil fired/elec	Jackson church	K323	4
RTU Roof	Package cooling unit	Lennox	CHA16-2753-3Y	2
Ductless Split Systems (4)	Split systems	Mitsubishi	Various	2

Town Hall

<u>Equipment I.D Location</u>	<u>Configuration</u>	<u>Make</u>	<u>Model Number</u>	<u>Service Cycle</u>
(2)Trane Heat/cool RTU's	Packaged Units	Trane	PVG300	4
(2) Ductless Split	Split Systems	Mitsubishi	POYA630NHA3	4

Youth Services

<u>Equipment I.D Location</u>	<u>Configuration</u>	<u>Make</u>	<u>Model Number</u>	<u>Service Cycle</u>
(5) Ductless Split	Split Systems	Mitsubishi	PKFY-P18NHMU-E2	2
(2) OUTDOOR UNIT	Packaged Units	Mitsubishi	PURY-HP96TKMU-A-H	4
(1) OUTDOOR UNIT	Packaged Unit	Mitsubishi	38YCB018310	2

Boiler Equipment and Locations

Youth Services

<u>Use</u>	<u>Serial Number</u>	<u>Manufacturer</u>	<u>Year Built</u>	<u>Location</u>
Hot Water Supply/Service	1347A031147	State Industries	2011	BASEMENT

Municipal Complex

<u>Use</u>	<u>Serial Number</u>	<u>Manufacturer</u>	<u>Year Built</u>	<u>Location</u>
Hot Water Supply/Service	2012118717505	State Industries	2020	Custodial Closet
Hot Water Supply/Service		State Industries	2020	Mechanics Bay
Hot Water Supply/Service	202117713588	State Industries	2020	WPCA Maint Room

Town Hall

<u>Use</u>	<u>Serial Number</u>	<u>Manufacturer</u>	<u>Year Built</u>	<u>Location</u>
Hot Water Supply/Service	61132342	PVI Industries	2011	New Mechanical Room
Hot Water Supply/Service	0611132340	PVI Industries	2011	Mechanical Room

Library

<u>Use</u>	<u>Serial Number</u>	<u>Manufacturer</u>	<u>Year Built</u>	<u>Location</u>
Hot Water Supply/Service	A241612947	RHEEM	2016	Basement

Emergency Operations Center

<u>Use</u>	<u>Serial Number</u>	<u>Manufacturer</u>	<u>Year Built</u>	<u>Location</u>
Hot Water Supply/Service	CP5731472	Weil-McLain	2009	BOILER ROOM
Hot Water Supply/Service	CP573954	Weil-McLain	2009	BOILER ROOM

Police Department

<u>Use</u>	<u>Serial Number</u>	<u>Manufacturer</u>	<u>Year Built</u>	<u>Location</u>
Hot Water / Heating	19HE-6-114094	SMITH	2012	Mech Rm 94
Hot Water Supply/Service	1525AO07548	State Industries	2016	Mech Rm 94