

REQUEST FOR PROPOSAL

Contract Period April 1, 2025, - March 31, 2026

PROVIDE MAINTENANCE SERVICES FOR HVAC AT WARWICK TOWN HALL

PLEASE TAKE NOTICE that the Town of Warwick is accepting Bids for maintenance of the HVAC equipment at the Warwick Town Hall located at 132 Kings Highway, Warwick, New York 19990, with the following specifications:

1. Perform on-going planned maintenance services for the equipment identified on attached schedule A., based on manufacturers' recommendations.
2. Perform emergency and repair services as needed.

The Bidder attests that it is not subject to Suspension or Debarment from Federal or State contracts, nor will it utilize any subcontractors subject to Suspension or Debarment from Federal or State contracts.

The Bidder agrees to comply with all applicable provisions of the Labor Law, including Prevailing Wage requirements. Particular attention is drawn to the anti-discrimination provisions, and applicable wage determinations. The Bidder will provide a payment bond, if applicable for the work

Specifications are available at the Office of the Warwick Town Clerk located at 132 Kings Highway, Warwick, New York 10990, and on the website for the Town of Warwick: [Town of Warwick.org](http://TownofWarwick.org).

The Town of Warwick reserves the right to reject any and all Bids and to award work to any contractor proving capable and ready to supply the subject materials. The Town also reserves the right to award all or any part of this bid, or to cancel the Request for Bids in its entirety.

SCHEDULE A – EQUIPMENT LIST

QUANTITY	TYPE	MANUFACTURER	LOCATION
1	RTU	CARRIER	TOWN HALL
1	RTU	CARRIER	TOWN HALL
1	CU	CARRIER	TOWN HALL
1	AHU	CARRIER	TOWN HALL
1	CU	TRANE	SR.BLDG.
1	CU	TRANE	SR.BLDG.
1	GAS BOILER	WEIL MCLAIN	TOWN HALL
1	BURNER	POWERFLAME	TOWN HALL

Included in the above equipment are thermostats, controls, fans, pumps and associated equipment.

Additional Program Elements

- Refrigerant Containment Service – We will track and record refrigerant use as per federal, state and local regulatory guidelines. Our service vans are equipped with certified refrigerant recovery equipment.
- Service Documentation – We will document all scheduled and unscheduled service work showing the time, date, name of service technician, and equipment identification and brief description of work. A copy of this report will be emailed upon completion of each visit.
- Performance Assurance Program – We will meet with you annually or more frequently upon request to evaluate and make modifications necessary, to this Planned Mechanical Maintenance Program to assure that it continues to meet your business and technical requirements.

Planned Maintenance and Equipment Tasking

Scheduled testing and inspection, including seasonal startups of all the equipment listed within (Schedule A) will be systematically performed **semi-annually (May and November)**. The condenser coils will be chemically cleaned annually (**June**). Manufacturer's recommended procedures, on-site conditions, and our own experience will dictate work performed. Normal maintenance materials including air filters, belts, coil cleaner, oils and lubricants are included. Below is an outline of tasks and procedures that will be followed.

- Log the performance of components
- Overall inspection of unit for items such as loose hardware, component operation, refrigerant leaks, unusual noises, etc.
- Inspect panels, gaskets, fan housing and base for defects, gaps, obstructions, signs of deterioration
- Brush clean/vacuum dirt and debris from components at each service
- Lubrication of moving parts, shaft bearings, fan motors,
- Inspect hoods and air louvers for operation, damage and remove dust and debris
- Inspect for leaks (water, refrigerant, oil, etc.)
- Spring operational inspection of equipment with emphasis on cooling side of unit, including compressors, air handlers, motors, coils.
- Check cleanliness of air filter track, replace filters at each inspection
- Inspection and operational verification of air handlers
- Check drive section and adjust belt alignment and record condition
- Examine operating parameters to verify temperatures and pressures are within acceptable limits
- Operational test and inspection of controls to verify settings are within acceptable range
- Replace belts annually
- Chemically clean condenser coils in late spring
- Fall operational inspection and maintenance of equipment will be performed with emphasis on heating side of equipment, with focus on heating section of unit including burner, heating element, flue.
- Examine heat exchanger, inspect for cracks and/or leaks
- Annual inspection of the boiler including removing jacket panels and cleaning flue passages with wire brush
- Vacuum out combustion chamber and burner base
- Inspection of components, cleanout cover insulation, rope seal
- Service low water cutoffs as per manufacturer's procedures
- Test relief valves
- Using combustion analyzer, ensure boiler is adjusted properly
- Test boiler for carbon monoxide or other harmful emissions
- Perform efficiency test.
- At each service we will provide a written report including completed PM checklist
- Emergency and repair service at discounted time and material rates
- Recommendations for energy saving enhancements and written estimates/proposals for repairs is included

Town of Warwick General Instructions for Proposals

GENERAL INSTRUCTIONS FOR PROPOSALS

Contractors will be bound to the conditions and requirements set forth in these general instructions, and such instructions shall form an integral part of each contract awarded by the Town of Warwick.

PROPOSALS

1. The deadline to submit proposals will be given in the Request for Proposals.
2. All proposals must be submitted in accordance with the instructions provided by the Town of Warwick.
3. All proposals received after the time stated in the Request for Proposals will not be considered and will be returned unopened to the contractor. The contractor assumes the risk of any delay in the mail or in the handling of the mail by the employees of the Town. Whether sent by mail or by means of personal delivery, the contractor assumes responsibility for having his proposal deposited on time at the place specified.
4. All information required by the Request for Proposals, the General and Special Instructions, and the Proposal Form must be given to constitute a proposal.
5. The submission of a proposal will be construed to mean that the contractor is fully informed as to the extent and character of the supplies, materials, or equipments required and a representation that the contractor can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
6. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in space provided in the proposal for this purpose.
7. Prices and information required must be legible. Illegible or vague proposals may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
8. No charge will be allowed for federal, state, or municipal sales and excise taxes since the Town is exempt from such taxes. The price proposal shall be net and shall not include the amount of any tax.
9. The contractor's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.
10. Each envelope containing a Proposal must bear on the outside, the name and address of the Contractor, and the name of the project for which the Proposal is submitted. If forward by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed as specified above.

Town of Warwick General Instructions for Proposals

11. No interpretations of the meaning of the drawings, specifications or others proposal documents will be made to any contractor orally. Every request for such interpretation should be in writing addressed to the Town of Warwick and to be given consideration must be received at least five (5) working days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be sent to all prospective contractors (at the respective addresses furnished for such purposes) not later than three working days prior to the date fixed for the opening of proposals. Failure of any contractor to receive any such addendum or interpretation shall not relieve such contractor from any obligation under his proposal as submitted. All addenda so issued shall become part of the contract documents.
12. If the supplies, materials, or equipment are to be delivered over an extended period of time or if the specifications so state, then the successful contractor may be required to execute an agreement in relation to the performance of his/her contract. If the specifications so state, the successful contractor may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the Town of Warwick.
13. All contractors are required to execute a non-collusion certificate pursuant to Section 103 of the General Municipal Law of the State of New York.
14. The contractor agrees to abide by the requirements under Executive Order No. 11246, as amended, including specifically, the provisions of the equal opportunity clause.

INSURANCE

15. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor/permittee hereby agrees to effectuate the naming of the Town of Warwick as an unrestricted additional insured on the contractor's insurance policies, with the exception of workers' compensation. If the contractor is self-insured, evidence of its status as a self-insured entity shall be provided to municipality. If requested, the contractor must describe its financial condition and the self-insured funding mechanism.
16. The policy naming the municipality as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secure" insurer, authorized to write business in New York State.
 - b. Contain a 30-day notice of cancellation.
 - c. State that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers.

Town of Warwick General Instructions for Proposals

- d. The municipality shall be listed as an additional insured by using endorsement CG 2010 10 85 or equivalent. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
 - e. The certificate of insurance must describe the specific services provided by the contractor (e.g., roofing, carpentry, plumbing, etc.) that are covered by the commercial general liability policy and the umbrella policy.
 - f. At the Municipality's request, the contractor shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the contractor will provide a copy of the policy endorsements and forms.
17. The contractor/permittee agrees to indemnify the municipality for any applicable deductibles.
18. Required Insurance:
- a. **Commercial General Liability Insurance**
 - i. \$1,000,000 per occurrence/ \$2,000,000 Products/completed operations aggregate and
 - ii. \$2,000,000 general aggregate The general aggregate is to apply on a per project basis
 - iii. Policy to include full contractual liability coverage.
 - b. **Automobile Liability**
 - i. \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - c. **Excess/Umbrella Insurance**
 - i. \$1,000,000; \$3,000,000; \$5,000,000 each Occurrence and Aggregate depending on the type and size of the project.
 - d. **Workers' Compensation and N.Y.S. Disability**
 - i. Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
 - e. **Owners Contractors Protective Insurance (Required for large construction projects.)**
 - i. \$1,000,000 per occurrence/\$2,000,000 aggregate; the Municipality as the named insured.
 - f. **Bid, Performance and Labor & Material Bonds**
 - i. If required in the specifications, these bonds shall be provided by a New York State admitted surety company, in good standing.

Town of Warwick General Instructions for Proposals

19. Contractor acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract. The contractor/permittee is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the municipality.
20. The municipality is a municipal governmental agency as defined in NYS Town Law.

LABOR STANDARDS

21. The wages to be paid by the contractor shall be not less than the prevailing rate of wages as defined by the New York State Department of Labor. No employee shall be deemed to be an apprentice unless he is individually registered in an apprenticeship program which is duly registered with the commissioner of labor.
22. The contractor shall maintain documentation which demonstrates compliance with hour and wage requirements. Such documentation shall be submitted to the Town for review.
23. In the hiring of employees for the performance of work under this contract or subcontract hereunder, neither the contractor or any subcontractor, shall by reason of race or color discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates, nor shall the contractor, any subcontractor, or any person acting on behalf of the contractor or subcontractor discriminate in any manner against or intimidate any employee hired for the performance of work under this contract on account of age, race, creed, color, national origin or sex, in accordance with Executive Law 296, Sections 20 through 23.

AWARDS

24. Award will be made to the lowest responsible contractor, as will best promote the public interest, taking into consideration the reliability of the contractor, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purpose of which is required, and the terms of delivery.
25. The Town of Warwick reserves the right to reject any or all proposals. The Town may consider informal any Proposal not prepared and submitted in accordance with the provisions hereof. Also reserved is the right to reject, for cause, any proposal in whole or part; to waive any informalities, technicalities, qualifications, irregularities, and omissions if in its judgment the best interests of the Town will be served.
26. Any Proposal may be withdrawn prior to the above scheduled time for the opening of the Proposals or authorized postponements thereof. No Contractor may withdraw a Proposal within 45 days after the actual date of the opening thereof.

Town of Warwick General Instructions for Proposals

CONTRACTS

27. A contract shall bind the successful contractor on his part to furnish and deliver at the prices and in accordance with the conditions of this proposal. Contract shall bind the Town on its part to order from the successful contractor and to pay at the contract prices, unless otherwise specified.
28. The placing in the mail of a notice of award to the successful contractor, to the address given in his proposal, will be considered sufficient notice of acceptance of this proposal.
29. A contract may be canceled for non-performance.
30. No items are to be shipped or delivered until receipt of an official purchase order from the Town of Warwick.
31. It is mutually understood and agreed that the successful contractor shall not assign, transfer, convey, sublet or otherwise dispose of the contract of his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous written consent of the Town of Warwick.

INSTALLATION OF EQUIPMENT

32. All equipment will be purchased at the discretion of the Town of Warwick.
33. The successful contractor shall clean up and remove all debris and rubbish resulting from his/her work from time to time as required or directed. Upon completion of the work the premise shall be left in neat, unobstructed condition, and the building room cleaned, and everything in perfect repair order. Materials are the property of the successful contractor unless otherwise specified.
34. Equipment, supplies, and materials shall be stored at the site only on the approval of the Town and at the successful contractor's risk. In general, on-site storage should be avoided to prevent possible damage or loss of materials.
35. Work shall be progressed so as to cause the least inconvenience to the Town and with proper consideration for the rights of other successful contractors or workmen. The successful contractor shall keep in touch with the entire operation and install his work promptly.
36. Contractors shall acquaint themselves with conditions found at the site and shall assume all responsibility for placing and installing the equipment in locations required.

GUARANTEES BY THE SUCCESSFUL CONTRACTOR

37. The successful contractor guarantees:
 - a. His/her products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit,
 - b. To furnish adequate protection from damage for all work and to repair damages of any kind for which he/she or his/her workmen are responsible, to the building or

Town of Warwick General Instructions for Proposals

equipment, to his/her own work, or to the work of other successful contractors or workmen,

- c. To carry adequate insurance to protect the Town from loss in case of accident, fire, theft, etc.,
 - d. The equipment or materials delivered is standard, new, latest model, or regular stock product or as required by the specifications, also that no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practice,
 - e. Any merchandise provided the contract, which is or becomes defective during the guarantee period, shall be replaced by the successful contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The successful contractor shall make any replacement immediately upon receiving notice from the Town.
38. The successful contractor shall not be held responsible for any delays by wars, acts of public enemies, strikes, floods, fires, act of God, or for any other acts not within the control of the successful contractor and which by the exercise of reasonable diligence he/she is unable to prevent.

PAYMENTS

39. Payment will be made only after correct presentation of Vouchers and/or invoices as may be required.
40. Payments of any claim shall not preclude the Town from making claim for adjustment of any item found to not have been in accordance with the specifications.

Town of Warwick General Instructions for Proposals

PROPOSAL FORM

Technician Hourly Rate, Routine

Technician Hourly Rate, Emergency

Service Call Charge (if not included in hourly rate)

Mileage or Vehicle Charge (if not included in hourly rate)

Non principal (assistant) Hourly Rate, Routine

Non principal (assistant) Hourly Rate, Emergency

Other Fees you may charge if not above.

By:

Signature

Print Name

Company

Telephone

Address

Date

Town of Warwick General Instructions for Proposals

**STATEMENT OF NON-COLLUSION BY BIDDER
PURSUANT TO SECTION 103-D
GENERAL MUNICIPAL LAW**

PROJECT TITLE: _____

I, _____ of the (Town, Village, City) of _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____, an officer of the firm of _____ the bidder making the Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise in connection with the above named work; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with the full knowledge that Town of Warwick as Owner relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said work.

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any bidder, with any competitor;

Unless otherwise require by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder, and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition;

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona-fide employees or bona-fide established commercial or selling agencies maintained by _____.

(Name of Contractor)

Signature: _____ Date: _____

Print Name: _____

Sworn to me this _____ day of _____, 20____

Notary Public

NOTICE TO BIDDERS

PLEASE TAKE NOTICE that the Town Board of the Town of Warwick, will receive sealed bids at the Town Hall, 132 Kings Highway, Warwick, NY for the following:

- 1. Proposals for Maintenance & Snow Removal in Kings Estate Park Districts**
- 2. Proposals to provide Maintenance Services for HVAC at Warwick Town Hall**

Specifications for the bids may be obtained at the Town Hall, 132 Kings Highway, Warwick, NY between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday or on the town's website www.townofwarwick.org. All sealed bids must be received by February 21, 2025 by 10:00 a.m. at which time these proposals will be publicly opened and read.

All bidding shall be subject to the provisions of the General Municipal Law of the State of New York, as amended, and the Town Board reserves the right to accept a proposal which it considers to be in the best interest of the Town of Warwick.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF WARWICK, NEW YORK
EILEEN ASTORINO, TOWN CLERK**

January 29, 2025