

BID NO. 15G10
AIR CONDITIONING & TEMPERATURE
CONTROL SYSTEM MAINTENANCE
AND REPAIR

It is the intent of this bid to fully for the successful bidder to provide all labor, cover all labor, materials, equipment, parts and supervision to perform complete preventative maintenance, maintenance and repair for the continued operation and maintenance of all air conditioning, heating, refrigeration, ventilating equipment, temperature controls, perimeter fan coil units, condensing units, air handling systems, pumps, calibration of all types of thermostats, Spring start up and Winter shut down of all HVAC equipment/systems, pipe wrapping to prevent leaks from condensation, filter replacement, etc., and any other service the Town may deem necessary for the continued operation of its HVAC systems. The successful bidder will be responsible for to provide all necessary labor, materials, equipment, parts and supervisor for the repair and maintenance of walk-in freezers. The successful bidder shall also be responsible to replace equipment as requested by the Commissioner of General Services.

This contract is considered a Public Works Contract. Bidders shall be required to comply with all the rules and regulations of the New York State Dept. of Labor, including the payment of Prevailing Wages. Original certified payrolls will be required with request for payment for the vendor. Failure to submit original certified payrolls will be cause for payments to withhold.

All bidders must have a valid Town of Babylon Plumbing permit. A copy shall be submitted with the bid. Failure to do so may be cause for your bid to be rejected. Copies of certificates/license of employees certified in Proper Refrigerant Usage (RSES) must also be submitted with the bid. Bidders shall comply with any and all Federal, State, County and local rules and regulations.

The contract period shall be for One (1) year with an option to renew for four (4) additional one (1) periods.

The Town will consider, after the first year of the contract, any contractual labor rate increase incurred by the contractor during the term of the contract. The Town reserves the right to approve or disapprove of any wage rate increase requests.

Successful vendor will respond to any service calls or repair work upon the written or telephone request of the Commissioner of General Services or his/her designee only.

Services shall be provided twenty-four (24) hours a day, seven days a week, 365 days per year. The Contractor shall be able to respond to calls within TWO (2) hours after receiving the request for service. All scheduled maintenance will be performed only during the hours of 7:00 a.m. to 11:00 p.m., Monday through Friday, except Holidays and Weekends, unless otherwise requested by the Commissioner of General Services.

Proposed schedules for maintenance of all equipment will be required by the successful vendor. Filters in all equipment shall be replaced a minimum of four (4) times per year at all Town facilities, except the I.T. Room located in Town Hall, which shall be replaced a minimum of six (6) times per year. Filters shall be provided by the vendor.

Contractor shall give the Commissioner of General Services by May 1 of 2015 and May 1 of each succeeding year of the contract, a proposed schedule for the replacement of aforementioned filters.

Bidders shall clearly indicate on the form provided, the hourly rate for all work that will be performed. All materials and parts for repairs and/replacement shall be invoiced at the vendor's cost plus a mark-up percentage. The percentage shall not exceed 15%. When parts, new units, etc. are used, successful bidder is to supply invoices from the supplier or manufacturer and shall include the make and model number to the Department of General Services for verification.

Any repairs with an actual cost of three hundred dollars or less may be completed by the contractor without prior approval of the Commissioner of General Services or her designee. The Town shall receive an invoice from the contractor for the aforementioned repair(s) which shall set forth the amount of hours spent and the cost of any parts and/or equipment with the appropriate supporting documentation as set forth in these specifications.

Any repair which is estimated or actually exceeds \$300.00 dollars shall require the prior written approval of the Commissioner of General Services or her designee. The contractor shall prepare a written estimate which shall include an estimate of the number of hours to complete the work and the cost of all equipment and/or parts necessary for the repair, with all supporting documentation. The written estimate shall be submitted to the Commissioner of General Services within forty-eight (48) hours of the inspection of the subject system

The Town shall not be obligated to accept the contractor's estimate and has the right to procure additional estimates for repairs in excess of \$15,000.00 and may award the repair to another contractor, if deemed to be in the best interest of the Town. The Commissioner of General Services, at his/her sole discretion, may also procure estimates from other contractors without waiting for an initial estimate from the Contractor.

An adequate inventory of replacement parts will be stocked by the successful bidder for use on the Town of Babylon units and associated equipment and will be readily available for use at all times. This inventory is subject to confirmation and inspection by the Town. All bidders shall have fully stocked service vehicles with normal replacement parts for making minor repairs and/or replacements. Pneumatic control repair parts shall be of the same manufacturer of these presently installed to preserve the integrity of existing systems.

Bidders shall include a sample of their inspection and service record that will be kept to verify maintenance work performed under this contract. The successful bidder's employees are to sign in and out at each facility where work is performed. A representative of the facility must sign the service ticket at the completion of the work for that day. All inspection and service tickets must be submitted to the Department of General Services. No payment for travel time will be allowed

The bidder shall be capable of performing factory-trained service and maintenance on all systems and provide qualified and experienced personnel to properly maintain all the HVAC systems and equipment in operation throughout the Town.

Bidders must have a minimum of five (5) years' experience in the service and maintenance for various systems and for all the services requested herein. All service personnel shall be regularly employed by the vendor. Sub-contracting shall not be allowed. Bidder shall also be capable of performing Johnson factory-trained temperature control, maintenance, refrigeration and air conditioning maintenance. Proof of Certification must be submitted with the bid.

Bidders must furnish at least three (3) references with contact name, locations, and types of equipment and years of service. Sub-contracting shall not be permitted.

Bidder shall demonstrate a minimum of three (3) years' experience with the WebCtrl program for the heating/ac system at Babylon Town Hall

All bidders shall also submit a list of similar installations currently serviced by their firm.

All pneumatic control repair parts and complete component replacements shall be of the same manufacturer as those presently installed to preserve the integrity of the existing system in each building.

It is the intent of these specifications herein, to maintain all HVAC systems and components in an operable condition. Any omission of a specific item or component shall not relieve the Contractor of their responsibility to the proper function of said equipment.