



# TOWNS OF AVON & CANTON



## REQUEST FOR PROPOSALS TO PROVIDE CONTRACTED HVAC MAINTENANCE SERVICES

### Addendum #2

**This addendum form is part of the request for proposals document and modifies the original document as noted below. Acknowledge receipt of on the Fee Proposal Form. Failure to do so may subject the bidder to disqualification.**

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1. The attached RFP has been reissued to reflect the changes in the document and is part of this addendum. All changes in the document are underlined and in red in the reissued RFP.
2. **Proposals must be received no later than Noon, EST, on Thursday, June 24, 2010.** Respondents must submit two originals and one copy. Note changes in Fee Proposal Form to the reflect acknowledgement of addenda and additional location for the Town of Canton.

Proposals may be hand delivered or mailed to:

Project Administrator  
Town of Canton  
4 Market Street  
Collinsville, CT 06022

3. The respondents to this RFP will be allowed to submit HVAC Maintenance Fee Proposals for all locations included in the RFP or at their option the following portions of the work:
  - a. Town of Avon and Town of Canton facilities only
  - b. Town of Canton Board of Education facilities only
4. Additional HVAC equipment has been added to the various locations based on further review. The RFP has been reissued to reflect these changes The following locations have included changes in the equipment list:

- a. Town of Avon Town Hall, Building #5
  - b. Town of Avon Town Hall, Building #6
  - c. Town of Avon Town Hall, Building #7
  - d. Town of Canton Library/Community Center Building
  - e. Town of Canton Cherry Brook School
  - f. Town of Canton Intermediate School
  - g. Town of Canton Jr. / Sr.High School
5. One additional facility has been added to the Town of Canton listing:
- a. Town of Canton – Collinsville Fire Station
6. All replacement air filters are to be supplied by the Contractor and should be pleated filters and have a MERV rating of 12.
7. Delete requirement to make appropriate the amount of refrigerant in the circuit for all equipment. Refrigerant required will be paid for at costs plus mark-up for overhead & profit.
8. All cleaning of oil burners is to be included in the cost of routine HVAC maintenance.
9. All costs for annual punching of the tubes on the water cooled chiller at Town of Canton Town Hall to be included in the cost of routine HVAC maintenance.

END OF DOCUMENT



# TOWNS OF AVON & CANTON



## REQUEST FOR PROPOSALS TO PROVIDE CONTRACTED HVAC MAINTENANCE SERVICES

### Addendum #1

**This addendum form is part of the request for proposals document and modifies the original document as noted below. Acknowledge receipt of on the Fee Proposal Form. Failure to do so may subject the bidder to disqualification.**

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In order to allow revisions to the HVAC equipment list included in the RFP and to incorporate supplemental information based on questions raised by potential contractors at the walkthrough on June 2, 2010, the due date for submission of the requested proposals will be delayed at this time.

Addendum #2 will be issued by June 11, 2010. This addendum will include supplemental information and establish a revised proposal submission date.



# TOWNS OF AVON & CANTON



## REQUEST FOR PROPOSALS TO PROVIDE CONTRACTED HVAC MAINTENANCE SERVICES

**REVISED 6-15-10**

FACILITIES WALKTHROUGH: June 2, 2010, 9 AM, EST

RESPONSES DUE: June ~~24~~<sup>24</sup>, 2010, NOON, EST

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### **GENERAL INFORMATION**

The Towns of Avon, Connecticut and Canton, Connecticut, (hereafter referred to as “the Towns” or “Towns”), seek an appropriately licensed and qualified company(s) and/or individual(s) to provide contracted heating, ventilation and air conditioning maintenance services (hereafter referred to as “HVAC Services”) for select municipal facilities for a period of 24 months with an additional 12 month renewal option, commencing on July 1, 2010. The successful contractor(s) (hereafter referred to as “Contractor(s)” or “The Contractor(s)”) shall serve as an independent contractor(s) (not as an employee) and therefore shall not be entitled to any employment benefits. It is the intention that 3 contracts will be issued as part of this Request for Proposals. These contracts will be with the Town of Avon, the Town of Canton, and the Town of Canton Board of Education.

### **SCOPE OF SERVICES**

The Contractor(s) shall schedule and complete all routine HVAC routine maintenance and the annual boiler cleanings during the normal business hours of 8:00 am through 4:30 pm, Monday through Friday. Contractor(s) shall also perform all emergency HVAC maintenance as requested and/or approved by the Towns within two (2) hours of such request being made, regardless of the time of day, the day of the week, or whether or not such call is made on a holiday. The Contractor may be required to identify and retain subcontractors for specialized equipment maintenance that may be required as part of the scope of services. When providing routine and/or emergency maintenance on the Towns’ HVAC equipment, Contractor(s) shall use its own labor, tools and transportation.

### **OPERATION AND MAINTENANCE RECORDS**

The Contractor shall maintain accurate records of work performed; including but not limited to the following: emergency repairs, routine maintenance, preventative maintenance, inspection reports, etc.

All logs, records, reports, etc., shall be kept and maintained onsite. All logs, records, reports, etc. shall be submitted for approval by the Owner. The Contractor should also affix a tag on each major component of heating and cooling equipment showing a record of maintenance and the work performed.

## **1. TOWN OF AVON**

The following is a list of routine duties that The Contractor(s) shall perform at Town of Avon sites:

### **Town of Avon Police Department, Building # 3**

Contractor shall maintain the following machinery:

- (1) Trane Compressor/Condensor Unit – Model # CGAEC40GABAIETR
- (1) AO Smith Gas Water Heater/89 Gallon – Model #BTC 154 920
- (2) Burnham Gas Boilers – Model #807B – WI
- (1) Armstrong Circular Pump
- (1) Glycol Pump – Model #141C-
- (1) Glycol Pump / 1/3 HP Nepco – Model #7BN04B
- (2) Siebe Vent Control Motors
- (4) Trane Unit Heaters – Model #NHSA018W2DAAA
- (5) Trane Blower/Coil Air Handlers – Model #BCHB0361BB0L2311B3G
- (1) Trane Blower/Coil Air Handler – Model #BCHB0901BB0L2311BF0

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

### **Town of Avon Police Department, Building #4 Annex**

Contractor shall maintain the following machinery:

- (1) HB Smith Gas Boiler – Model #G300-S/W-7

- (1) Jet Gas Water Heater – Model #M-1-100V-199-3N
- (1) McQuay Air Handler A/C Coil Unit – Model #LSL106CV
- (1) McQuay Air Handler A/C Coil Unit – Model #LSL104CV

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Maintain oil in compressor at manufacturer’s specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

**Town of Avon Police Department, Building #8**

Contractor shall maintain the following machinery:

- (1) Carrier Gas Furnace A/C Unit – Model #CD3AYA036000AAAA

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Maintain oil in compressor at manufacturer’s specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

## **Town of Avon Public Library**

Contractor shall maintain the following machinery:

- (1) Trane Centrifugal Airfoil Fan –Model #CAFB33F11AC1HK3AF100000
- (1) Champion Climate Control Air Compressor W/2 Dayton Pumps – Century <sup>3</sup>/<sub>4</sub>hp motors
- (1) Wilkerson Refrigerated Air Dryer
- (1) Trane Climate Changer – Model #CCDB25ENBC
- (1) Trane Filter Section Module – Model #MCCA00
- (3) Siebe Vav Boxes/Johnson Pneumatic Controls
- (1) Trane Split Condensing Unit – Model #RAUBC406A801
- (1) HB Smith Combination Gas/Oil Boiler with Webster Burner – Model # JBIC-03-RM7895C-LL.12-UL

Contractor shall perform the following tasks (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burner assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

The Contractor shall clean the oil fired boiler one (1) time annually before the heating season.  
Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable

- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

**Town of Avon Town Hall, Building #1**

Contractor shall maintain the following machinery:

- (1) Carrier A/C #38CKC060570
- (1) Thermo Pride #AC1000E3
- (1) Trane Condensing Unit #RAS-83-CMN
- (2) Weil-McLain Gas Boilers GV-6
- (2) AtticAir Handlers
- (3) Built-in AC/Heat Window Units #MN-AZ28E150ABM1
- (1) Taco Circ. Pump MN 555NXLLY-6257

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

**Town of Avon Town Hall, Building #2**

Contractor shall maintain the following machinery:

- (1) York A/C Unit Pad Mounted #E1FB036525A



- (1) Attic AirHandler #TWD718B100A2
- (1) Attic Air Handler
- (1) Trane Heat Pump #TWD718B100A2

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

**Town of Avon Town Hall, Building #5**

Contractor shall maintain the following machinery:

- ~~(1) (+)~~ Weil-McLain Gas Boiler GV-6
- (2) - Carrier AC Units Model #24APA560A300
- (2) - Carrier Air Handlers Model #FX4CNB060
- (1) - State Select 19.9 Water Heater Model #P62010MSK
- (1) - Dayton Hot Water Unit Heater W/Taco cartridge circulator 007F-5Model #5UT19A
- ~~(+)~~

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.

- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

**Town of Avon Town Hall, Building #6**

Contractor shall maintain the following machinery:

- (1) - ~~(4)~~ Weil-McLain Gas Boiler GV-6
- (2) - Carrier Air Handlers Model #FX4CNB060
- (4) - Carrier AC Units Model #24APA560A300
- (1) - State select water heater 6 gal Model #P6610MSK
- (1) - Dayton Hot Water Unit Heater Model #5UT19A
- (1) - Carrier Gas Furnace Model #CNPYP4821ACAA

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

**Town of Avon Town Hall, Building #7**

Contractor shall maintain the following machinery:

- (1) RBI Spectrum Gas Boiler #SB350
- (3) First Co. AC Units/Air Handlers
  - 1 - #60HBXB-HW
  - 1 - #36HBXB-HW
  - 1 - #48HBXB-HW
- (3) Pad Mounted Carrier AC Units
  - 1 – Carrier #38TKB036340
  - 1 – Carrier #38TKB048370
  - 1 – Carrier #38TKB060350
- (1) Taco Circ. Pump #0012-F4-1

**(1) - Carrier Air Handler Model #FX4CNB060**

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer’s specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

**Town of Avon Senior Center**

Contractor shall maintain the following machinery:

- (2) Weil-McLain Gas Boilers MOD#VHE6
- (1) A O Smith Gas Water Heater MOD#BT 100 110 98 GAL
- (2) Armstrong Circulation Pumps MOD#CV 56T17D1067BP

- (1) In Ceiling Heat Unit in Kitchen
- (2) York Air Handlers MOD#N2AHD16a06C
- (5) Auto FLD Humidifiers MOD#A405
- (1) Modine Hot Water Heater MOD#HS24S01
- (1) York Air Handler #N2AHD14A06C
- (1) York Air Handler #N2AHD10A06C
- (1) Frigidare Air Handler#B3BM-024K-AB
- (5) York Condensing Units
- (2) Gibson Condensing Units #JS3BA-018KA

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burner assemblies.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

### **Town of Avon Countryside Park**

Contractor shall maintain the following machinery:

- (1) Carrier POD Mount AC Unit MOD#38TKB048340
- (1) Strate Air Oil Fired Furnace MOD#120-LB
- (1) Furnace Mounted AC Coil (CAC/BDP) #CK5BXA048021AAAA

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.

- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

The Contractor shall clean the oil fired furnace one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

### **Town of Avon Public Works Facility**

Contractor shall maintain the following machinery:

- (2) Modine Gas Unit Heaters M.D. POP200AE0130
- (1) Modine Gas Unit PDP2500130
- (2) Modine Gas Unit M.N. PA200A
- (2) Modine Gas Unit M.N. PA50A
- (1) Modine Gas Unit PDP200AEO 130 Needs Replacing
- (1) Carrier RTU Heat/AC MN. 48TJE006-511
- (1) REZNOR Propane Heater MN UDAS150-S

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.

- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

### **Town of Avon Recycling Center**

Contractor shall maintain the following machinery:

- (1) Weir McLain Oil Fired Boiler MOD#P-SGO-4
- (1) Dayton Gas Fired Water Heater MOD#3E311E 40 Gal
- (1) Sterling Gas Heater MOD# CF-125
- (1) Reznor Waste Oil Burner #RA-235

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burner assembly.
- Check ignition controls and safety features.

- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

The Contractor shall clean the oil fired boiler and waste oil burner one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

**Town of Avon Fire Company #1**

Contractor shall maintain the following machinery:

- (1) MultiTemp Gas Boiler MN. MR500
- (1) Gas Fired Water Heater 40 Gal. G51-40T34-3N
- (1) American Standard RTU Heat/AC Gas #MN YSC 036A3RHA1DA000000000 AD B
- (1) Carrier TRU Heat/AC Gas MN. 48TJF016
- (2) Sterling Heaters MN. 644-112
- (2) Sterling Heaters MN. H120-412

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.

- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

**Town of Avon Fire Company #2**

Contractor shall maintain the following machinery:

- (1) HB Smith Oil Fired Boiler BB14-\*-6
- (3) Ceiling Mounted Heat Units 1TT Grinnel #44EE10T12
- (4) Taco Circulating Pumps 007-F5
- (1) AC Coil Attic #MOD4TEE3F65B1000AA
- (1) Trane Condensing Unit #4TTX4060C1000AA

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

The Contractor shall clean the oil fired boiler one (1) time annually before the heating season.

Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler



- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

**Town of Avon Fire Company #3**

Contractor shall maintain the following machinery:

- (1) Trane Gas Heat/AC Unit Meeting Room MOD#BLU090F960B1
- (2) Young Ceiling Mount Heaters (Bays) MOD#11-119
- (1) Multi Temp Gas Boiler MOD#MR-600B
- (1) Bradford White Gas Water Heat MOD#MI403S6EN12
- (1) Sanyo AC Unit Basement Lounge #KS1271
- (1) Modine Ceiling Mount Heat in Basement
- (3) Taco Circulating Pumps 0011-F4

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

**Town of Avon Fire Company #4**

Contractor shall maintain the following machinery:

- (1) Trane Condensing Unit MOD#XL14: 4TTX4060 C1000AA
- (1) HB Smith Oil Fired Boiler
- (2) Ceiling Mounted Heat Units Young 11-119
- (3) Tacvo Circulating Pumps 0011-F4

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.

The Contractor shall clean the oil fired boiler one (1) time annually before the heating season.  
Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

### **Town of Avon Animal Shelter**

Contractor shall maintain the following machinery:

- (1) Lennox Pad Mounted AC Unit
- (1) Lennox Gas Furnace #G2603-75-6
- (1) Furnace Mounted AC Coil Unit MOD# C23-26-1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found

NOTE: Contractor will replace worn or failed parts with the approval of the Town's Director of Public Works or his designee. Where statistical data on similar equipment indicates that a component is approaching a failure point, then such component may be repaired or replaced in advance to prevent a system failure. If possible, such replacement shall be in kind with parts and or materials or be equal in quality and specifications to existing equipment.

## **2. TOWN OF CANTON**

The following is a list of routine duties that The Contractor(s) shall perform at Town of Canton sites. It should be noted that the equipment listed may not be comprehensive but only is a representation of the components to be maintained as part of this contract:

### **Town of Canton Police Department**

Contractor shall maintain the following machinery:

- ✓ Lochinvar Copper Fin II.
- ✓ (1) Weil-McLain Storage Tank Plus 120.
- ✓ (1) Trane TWE030P13080 Condensing Unit.
- ✓ (1) Trane TWE042P13080 Condensing Unit.
- ✓ (3) Trane TWE 060P13080 Condensing Unit.
- ✓ (1) Trane 2TTR2024A1000 AA Air Handler with heat coil.
- ✓ (1) Trane 2TTR2036A1000 AA Air Handler with heat coil.
- ✓ (3) Trane 2TTR2060A1000 AA Air Handler with heat coil.

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace broken or worn belts.
- ✓ Replace all heating and air conditioning filters
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

### **Town of Canton Library/Community Center Building**

Contractor shall maintain the following machinery:

- ✓ (1) Lochinvar Boiler Model HN0990.
- ✓ (1) State Electric Hot Water Heater.
- ✓ (6) Armstrong Circulation Pumps.
- ✓ (12) Trane Packaged Rooftop Units...YCD037C3LAB2.

- ✓ (2) Trane Packaged Rooftop Units 10 Ton.
- ✓ (1) Trane Packaged Rooftop Unit 15 Ton.
- ✓ (5) Rooftop Exhaust Units
- ✓ (5) Split System with Unit Ventilators Trane XE1200 Units
- ✓ (3) Air Handlers

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean burner assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

## **Town of Canton Town Hall**

Contractor shall maintain the following machinery:

- ✓ (1) Carrier Chiller 30HR050-B140...2 Compressors.
- ✓ (1) Baltimore Air Cole Cooling Tower...J0605B-B22.
- ✓ (6) Taco pumps.
- ✓ (5) Carrier 40RS008400 AHUs.
- ✓ (2) Peerless Boilers ECT-05-175WLL, BOE-WB-110-WFC
- ✓ (1) Weil-McLain Boiler Model #8870088 (dual fuel - oil and gas)
- ✓ (1) Mitsubishi Split System.
- ✓ (1) Lot pleated air filter.



Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe

- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

### **Town of Canton Highway Department Garage**

#### **Contractor shall maintain the following machinery:**

- ✓ (1) Liberty Slantfin Boiler
- ✓ (1) split air conditioning system
- ✓ (4) fan coils

Maintenance of air conditioning systems shall be completed (2) times per year. Maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.

The Contractor shall clean the boiler one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required

- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks
- ✓ Visually inspect system for oil and water leaks

**Town of Canton – Collinsville Fire Station**

Contractor shall maintain the following machinery:

- ✓ (1) Weil McClain Boiler

Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls



- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

NOTE: Contractor will replace worn or failed parts with the approval of the Town's Director of Public Works or his designee. Where statistical data on similar equipment indicates that a component is approaching a failure point, then such component may be repaired or replaced in advance to prevent a system failure. If possible, such replacement shall be in kind with parts and or materials or be equal in quality and specifications to existing equipment.

### 3. TOWN OF CANTON BOARD OF EDUCATION

The following is a list of routine duties that The Contractor(s) shall perform at Town of Canton Board of Education sites. It should be noted that the equipment listed may not be comprehensive but only is a representation of the components to be maintained as part of this contract:

#### Town of Canton Cherry Brook School

Contractor shall maintain the following machinery:

- ✓ (2) Boilers HB Smith Series 28A-7
- ~~✓ (1) State Electric Hot Water Heater.~~
- ✓ (3) B & G Series 90 Circulation Pumps.
- ✓ (23) Exhaust / Supply Fans, various sizes
- ✓ (104) Air Handling Units, 3- McQuay LSL-111, 1- McQuay RBS-8028
- ✓ (2) Ground Mounted Condensing Units, York Model ALP-021C (20 Tons)
- ✓ (22) Unit Heaters, various sizes
- ✓ (3) Supplemental Heating-Recovery Coils
- ✓ (1) Trane - 3 Ton Condensing Unit (Computer Room)
- ✓ (1) York – 15 ton Condensing Unit (Library)
- ✓ (1) Split System with Unit Ventilator
- ✓ (1) Master –Built Walk in Refrigerator (R22)
- ✓ (1) Master –Built Walk in Freezer (R408)
- ✓ (1) Lochinvar Hot Water Heater (propane fired)
- ✓ (1) Exhaust Hood (Cafeteria)

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.

- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

### **Town of Canton Intermediate School**

Contractor shall maintain the following machinery:

- ✓ (2) HB Smith Model GLO 4500-S14 Boilers
- ✓ (2) 75 gal. HB Smith Hot Water Tanks
- ✓ (4) ABB Variable Speed Drive Units
- ✓ (5) ~~Armstrong Bell & Gossett~~ Circulation Pumps, various sizes
- ✓ (12) ~~Greenheck Carrier~~ Exhaust / Supply Fans, various sizes
- ✓ (3) ~~Trane Nessbitt Model RCA-150~~ Ground Mounted Condensing Units
- ✓ (2) Trane Ground Mounted Condensing Units (Media Center)
- ✓ (18) ~~Nessbitt~~ Unit Ventilators, various sizes

- ✓ (3) Nessbitt Air Handling Units, various sizes
- ✓ (4) Exhaust Units (Media Center)
- ✓ (1) Air Handler (Media Center)
- ✓ (1) Trane Rooftop Unit
- ✓ (4) Trane Rooftop Units (12 -17 tons)
- ✓ (2) Exhaust Fans (Cafeteria)
- ✓ (1) Circulation Pump (Cafeteria)
- ✓ (1) Transclean Exhaust Hood (Cafeteria)
- ✓ (1) Commercial Freezer
- ✓ (1) Commercial Refrigerator
- ✓ (1) Mitsubishi Ductless Split Unit Model R410A (Data Room)
- ✓ (1) Unit Heater (Boiler Room)
- ✓ (4) Unit Heaters (Gym)
- ✓ (1) Trane make-up air fan (Main roof)
- ✓ (2) Trane Unit Heaters
- ✓ (1) Greenheck Louvered Penthouse Fan Model WIH
- ~~✓(1) Boiler Feed System—Dunham Bush Model AWCV5~~
- ~~✓(2) Olin Chemical Feeders~~

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

### **Town of Canton Jr. / Sr.High School**

Contractor shall maintain the following machinery:

#### Westerly portion of building

- ✓ (1) HB Smith Model 28A-11 Oil Fires Boiler
- ✓ ~~(2) ArmstrongBell & Gossett Circulation Pumps Model 1510-1.5 BC~~
- ✓ ~~(45) Trane Roof Top Units (20-40 Tons)~~
- ✓ (7) Air Handler Units, (1-2 Tons)
- ✓ ~~(7) Split System AC w/Unit Ventilator and Condensers Model 12KL11 (1-2 tons)~~
- ✓ ~~(1) Ground Mounted Condensing Units Model 12KL11~~
- ✓ ~~(1) Mitsubishi Ductless Split Unit Model R410A~~
- ✓ (17) Greenheck Exhaust / Ventilator Fans, various sizes
- ✓ (5) Trane Unit Heaters, various sizes
- ✓ ~~(1) Lochinvar Hot Water Heater (gas fired)~~
- ✓ ~~(1) Walk in Refrigerator~~
- ✓ ~~(1) Walk in Freezer~~
- ✓ ~~(1) Portable Freezer~~
- ✓ ~~(1) Exhaust Hood (Cafeteria)~~
- ✓ ~~(1) Bell & Gossett Circulation Pump Model R-4~~
- ✓ ~~(1) Greenheck Louvered Penthouse Fan Model WIH~~
- ✓ ~~(1) Energy Recovery Wheel~~

#### Southerly Portion of Building

- ✓ ~~(2) HB Smith Boilers Model 28-A-W-7~~
- ✓ ~~(2) NEMA R337 Circulation Pumps~~
- ✓ ~~(2) ABB Variable Speed Drive Units~~
- ✓ ~~(2) Exhaust Fans CF-3~~
- ✓ ~~(1) Lochinvar Hot Water Heater (gas fired)~~
- ✓ ~~(2) Bell & Gossett Circulation Pumps~~
- ✓ ~~(38) Trane Unit Heaters Model FFBB020/030/060~~
- ✓ ~~(1) Exhaust Fan (Lab)~~

### ✓ (13) Rooftop Exhaust Units

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

### **Town of Canton Board of Education Offices**

Contractor shall maintain the following machinery:

- ✓ (2) Air Handler Units, various sizes
- ✓ (1) Unit Heater

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.

## PAYMENT

### Routine Maintenance

Contractor(s) will be paid by each Town for the performance of routine maintenance work therein in two (2) equal installments per contract year. The first installment shall be payable on January 1<sup>st</sup> of each contract year. The second installment shall be payable on July 1<sup>st</sup> of each contract year. Contractor shall submit separate invoices to each Town, as Contractor(s) will enter into separate contracts with each Town. Contractor shall submit separate invoices for emergency services upon completion of the work.

### Non-Routine Work

All additional charges for services rendered that are not part of routine maintenance should be in accordance with the following terms and conditions:

1. Parts and Materials will be charged at Contractor's cost plus markup for overhead and profit. Vendor invoices will accompany all billing for parts and materials.

2. Truck and trip charges for unscheduled service visits or emergency service calls will be at the minimum truck & trip charges submitted by the contractor plus one (1) hour of labor. Additional mileage to pick up repair parts and/or materials during emergency service calls will be charged at the per mile rate submitted by the contractor plus labor.
3. Requests for emergency services will be dispatched immediately. A licensed technician will report on site within two (2) hours of request.
4. Routine maintenance service calls will be performed by the contractor during normal business hours (8:00 AM to 4:30 PM). Contractor to provide the Town with a 24 hour notice in advance of performing any maintenance services.
5. Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.
6. All invoicing for emergency services should be submitted separately for each service call and building location.

### **INSURANCE & LIABILITY**

**Workers' Compensation Insurance:** In accordance with the State of Connecticut Workers' Compensation laws, Contractor shall carry Workers' Compensation and Employers' Liability Insurance for all persons employed in the performance of services under this RFP. Contractor shall provide the Town with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) days notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind.

**Commercial General Liability Insurance:** Contractor shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with a two million dollar (\$2,000,000) aggregate, combined single limits. Contractor shall provide the Town with certificates verifying such coverage acceptable to the Town before commencing services under this RFP. Such policy shall require thirty (30) days notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind. All Commercial General Liability Insurance shall name the Town as additional insured.

**Automobile Liability Insurance:** Contractor shall be required to carry Automobile Liability Insurance in limits, based on the services to be provided, in limits of not less than one million dollars (\$1,000,000), combined single limits. Contractor shall provide the Town with certificates verifying such coverage acceptable to the Town before commencing services under this RFP. Such policy shall require thirty (30) days notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind.

**Defense and Indemnification Provision:** Contractor shall agree to a Defense and Indemnification Provision.

### **SELECTION CRITERIA**

Proposals will be reviewed and analyzed based on the following criteria:

- ✓ Respondent's completion of all RFP requirements.

- ✓ Respondent's experience providing HVAC maintenance.
- ✓ Respondent's professional references from prior serviced clients.
- ✓ Respondent's ability to meet the Towns' HVAC maintenance needs.
- ✓ Respondent's Fee for Services.
- ✓ Respondent's performance in possible interviews.
- ✓ Respondent's Completion of a background check/ record check.

### **RFP TIMELINE**

The projected timeline for this RFP is listed below and is subject to change

<b>EVENT</b>	<b>DATE</b>
RFP Issued	5/26/2010
Facilities Walkthrough	6/2//2010
Deadline for RFP Submission	6/ <del>24</del> 9/2010, Noon, EST
RFP Evaluations & possible interviews	6/18/2010
Contract Awarded	6/25/2010
Service begins	7/01/2010

### **GENERAL CONDITIONS AND INSTRUCTIONS**

Disclaimer: This Request For Proposals (hereinafter, "RFP") is not a contract offer.

Proposal Submittals: Proposals must be received no later than Noon, EST, on June ~~24~~9, 2010. Respondents must submit two originals and one copy. Proposals may be hand delivered or mailed to:

Project Administrator  
Town of Canton  
4 Market Street  
Collinsville, CT 06022

Questions about Proposal Requirements: Respondents with questions regarding this RFP may contact either of the following individuals:

Jerome F. Shea  
Project Administrator  
Town of Canton  
(860) 693-7855  
[jshea@townofcantonct.org](mailto:jshea@townofcantonct.org)

Bruce C. Williams  
Director of Public Works  
Town of Avon  
(860) 673-6151  
[bwilliams@town.avon.ct.us](mailto:bwilliams@town.avon.ct.us)



Proposal Package Form: All proposals shall be typed. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal, or the party's authorized representative.

Late Proposals: Proposals received after the deadline for submission shall be returned unopened.

Exceptions to RFP: Any and all exceptions of the Respondent(s) to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the Respondent. The Towns reserve the right to reject proposals which contain exceptions that are unacceptable.

Acceptance of Proposals: The Towns reserve the right to accept and reject any and all proposals in whole and/or in part and to waive informality, technical defect, or clerical error in any proposal.. The Towns reserve the right to negotiate with one or more respondents as they see fit.

Proposal Costs: All costs incurred in the preparation of the statement of qualifications will be borne entirely by the individual/ firm submitter.

Ownership of Proposals: All proposals submitted become property of the Towns.

Freedom of Information: All proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Period Commitment: Proposals shall be final and binding on the Respondent for acceptance by the Towns for 60 days from the RFP closing date and time.

Irrevocability of Proposals: Respondent(s) may amend or withdraw their Proposal prior to this RFP's closing date and time by submitting a clear and detailed written notice to the Towns. Subject to the Period Commitment provision detailed herein, all Proposals become irrevocable after this RFP's closing.

Conflict of Interest: A Respondent filing a proposal thereby certifies that no officer, agent or employee of the Towns who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Towns, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. Respondents must fully disclose, in writing to the Towns on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Towns shall review any submissions by Respondents under this provision and may reject any Proposals where, in the opinion of the Towns, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

Assignment and Subcontractors: Assignment by successful Respondent(s) to third party of any contract based on the Request for Proposal or any monies due is prohibited and shall not be recognized by the Towns unless approved by the Towns in writing. The Contractor may identify and retain subcontractors for specialized equipment that may be required as part of the scope of services.

Collusion: Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or collusion. In the event that the Towns enter separately into a contract with any Respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, each Town may cancel said contract without incurring liability, penalty, or damages.

**TOWN OF AVON**  
**HVAC Maintenance Fee Proposal Form**

Directions: Please provide the information requested.  
 Under no circumstances should respondents include extraneous fees on this form.

Full Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
AVON POLICE DEPARTMENT, BUILDING. 3:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
AVON POLICE DEPARTMENT, BUILDING. 4:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
AVON POLICE DEPARTMENT, BUILDING. 8:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT AVON PUBLIC LIBRARY:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
AVON TOWN HALL, BUILDING #1:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
AVON TOWN HALL, BUILDING #2:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
AVON TOWN HALL, BUILDING #5:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
AVON TOWN HALL, BUILDING #6:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
AVON TOWN HALL, BUILDING #7:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT AVON SENIOR CENTER:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
AVON COUNTRYSIDE PARK:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
TOWN OF AVON PUBLIC WORKS FACILITY:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
TOWN OF AVON RECYCLING CENTER:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
TOWN OF AVON FIRE COMPANY #1:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
TOWN OF AVON FIRE COMPANY #2:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
TOWN OF AVON FIRE COMPANY #3:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
TOWN OF AVON FIRE COMPANY #4:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
TOWN OF AVON ANIMAL SHELTER:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ADDITIONAL CHARGES NOT PART OF ROUTINE MAINTENANCE  
ALL AVON LOCATIONS MENTIONED ABOVE:**

	<b>7/1/2010 - 6/30/2011</b>	<b>7/1/2011-6/30/2012</b>	<b>7/1/2012-6/30/2013</b>
Parts/Material Overhead Profit	%	%	%
Truck & Trip Charge	\$	\$	\$
Additional mileage	\$ /per mile	\$ /per mile	\$ /per mile
Labor Rate (8:30 am-4:30 pm)	\$ /per hour	\$ /per hour	\$ /per hour
*Overtime Labor Rate	\$ /per hour	\$ /per hour	\$ /per hour

\*Note: Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.

I acknowledge that I have read and understand the RFP to Provide Contracted HVAC Maintenance Services, and that I am both able and willing to meet the terms and conditions of this sample contract. I am aware that I am prohibited from including any extraneous fees on this fee proposal form.

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledge receipt of Addenda by inserting its number and date in the Bid Form below:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF CANTON**  
**HVAC Maintenance Fee Proposal Form**

Directions: Please provide the information requested.  
 Under no circumstances should respondents include extraneous fees on this form.

Full Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT CANTON POLICE DEPT.:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT  
CANTON LIBRARY / COMMUNITY CENTER:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT CANTON TOWN HALL:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT CANTON HIGHWAY  
 DEPARTMENT GARAGE:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT COLLINSVILLE FIRE  
 STATION:**

<u>Total annual service fee for 7/01/2010 through 6/30/2011</u>	<u>\$</u>
<u>Total annual service fee 7/01/2011 through 6/30/2012</u>	<u>\$</u>
<u>Total annual service fee for 7/01/2012 through 6/30/2013</u>	<u>\$</u>

**PROPOSED FEES FOR ADDITIONAL CHARGES NOT PART OF ROUTINE MAINTENANCE  
ALL CANTON LOCATIONS MENTIONED ABOVE:**

	<b>7/1/2010 - 6/30/2011</b>	<b>7/1/2011-6/30/2012</b>	<b>7/1/2012-6/30/2013</b>
Parts/Material Overhead Profit	%	%	%
Truck & Trip Charge	\$ _____	\$ _____	\$ _____
Additional mileage	\$ _____ /per mile	\$ _____ /per mile	\$ _____ /per mile
Labor Rate (8:30 am -4:30 pm)	\$ _____ /per hour	\$ _____ /per hour	\$ _____ /per hour
* Overtime Labor Rate	\$ _____ /per hour	\$ _____ /per hour	\$ _____ /per hour

\*Note: Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.

I acknowledge that I have read and understand the RFP to Provide Contracted HVAC Maintenance Services, and that I am both able and willing to meet the terms and conditions of this sample contract. I am aware that I am prohibited from including any extraneous fees on this fee proposal form.

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledge receipt of Addenda by inserting its number and date in the Bid Form below:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_



**TOWN OF CANTON**  
**BOARD OF EDUCATION**  
**HVAC Maintenance Fee Proposal Form**

Directions: Please provide the information requested.  
 Under no circumstances should respondents include extraneous fees on this form.

Full Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT *CHERRY BROOK SCHOOL* .:**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT *CANTON INTERMEDIATE SCHOOL* :**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee for 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT *CANTON JR. / SR. HIGH SCHOOL* :**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT *CANTON BOARD OF EDUCATION OFFICES* :**

Total annual service fee for 7/01/2010 through 6/30/2011	\$
Total annual service fee 7/01/2011 through 6/30/2012	\$
Total annual service fee for 7/01/2012 through 6/30/2013	\$

***PROPOSED FEES FOR ADDITIONAL CHARGES NOT PART OF ROUTINE MAINTENANCE  
 ALL CANTON BOARD OF EDUCATION LOCATIONS MENTIONED ABOVE:***

	<b>7/1/2010 - 6/30/2011</b>	<b>7/1/2011-6/30/2012</b>	<b>7/1/2012-6/30/2013</b>
Parts/Material Overhead Profit	%	%	%
Truck & Trip Charge	\$	\$	\$
Additional mileage	\$ /per mile	\$ /per mile	\$ /per mile
Labor Rate (8:30 am -4:30 pm)	\$ /per hour	\$ /per hour	\$ /per hour
* Overtime Labor Rate	\$ /per hour	\$ /per hour	\$ /per hour

\*Note: Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.

I acknowledge that I have read and understand the RFP to Provide Contracted HVAC Maintenance Services, and that I am both able and willing to meet the terms and conditions of this sample contract.

I am aware that I am prohibited from including any extraneous fees on this fee proposal form.

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledge receipt of Addenda by inserting its number and date in the Bid Form below:

Addendum No. \_\_\_\_\_ Date

Addendum No. \_\_\_\_\_ Date

**TOWNS OF AVON & CANTON**  
**HVAC Maintenance References Form**

Directions: Provide 3 (three) recent references, preferably government.

**(1) Company / Individual:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Services Provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(2) Company / Individual:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Services Provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(3) Company / Individual:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Services Provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_