

## **TOWN OF OXFORD REQUEST FOR PROPOSALS**

### Maintenance Contract for Heating and Air-Conditioning Systems

The Town of Oxford hereby gives notice of a Request for Proposals seeking qualified contractors to maintain the existing HVAC systems at various Town buildings. Proposals are to be based upon the following specifications:

1. The work required will include all labor to keep the air-conditioning and heating equipment in proper order, and to perform emergency repairs, during normal working hours, at no additional charge for the following Town buildings:
  - a. SB Church Memorial Town Hall (486 Oxford Road)
  - b. Public Works (21 Great Oak Road)
  - c. Police Department (429 Oxford Road)
  - d. Senior Center (10 Old Church Road)
  - e. Center Firehouse/ Oxford Ambulance/ Dog Pound (484 Oxford Road)
  - f. Quaker Farms Firehouse (403 Quaker Farms Road)
  - g. Riverside Firehouse (151 Coppermine Road)
2. Provide routine preventative maintenance service (RPMS) for the above facilities. Routine service will include at the minimum as applicable at each location:
  - a. Replace air filters.
  - b. Check refrigerant pressures and refrigerant charge
  - c. Check electrical connections and controls.
  - d. Check for proper voltage and amp draw.
  - e. Oil and grease bearings, as required.
  - f. Check belts for proper condition and tension; replace as needed.
  - g. Check and clean condensate drainage system & pan, and add algaecide tablet.
  - h. Insure that energy management systems are working properly.
  - i. Clean condenser and evaporator coils as needed.
  - j. Check boiler operation including ignition sequence, safety controls, and burner performance.
  - k. Check all safeties on boilers, including low water cut-off.
  - l. Replace oil filter; check/ replace nozzle if necessary.
  - m. Check for leaks (both water and oil); check all couplings- repair as required.
  - n. At Senior Center, clean and inspect oil strainer & check valve at below-grade tank.
  - o. Other routine services as recommended by Contractor (please list).
3. A qualified licensed technician will inspect the systems for proper operation and provide routine service, to ensure the system operates at maximum efficiency.
4. Replacement parts are to be provided to keep the equipment in proper working order. These include but are not limited to:
  - a. Condenser fan motor.
  - b. Pressure controls.
  - c. Relays.
  - d. Delay controls.
  - e. Blower motor.
  - f. Pilot burner.

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- g. Thermocouple.
  - h. Compressor.
  - i. Damper control boards.
  - j. Oil burner parts.
  - k. Gas valve.
  - l. Thermostat
  - m. Starting Devices
  - n. Electrical controls.
  - o. Pilot safety.
  - p. Overloads.
  - q. Blower shaft and wheel.
  - r. Pumps.
  - s. Sensors.
  - t. Expansion valve.
  - u. Transformer.
  - v. Contactors.
  - w. Refrigerant.
  - x. Blower bearings.
  - y. Damper motors.
  - z. Exhaust fans.
5. Scope of Work includes the air-conditioning and heating systems, oil-fired hot water heaters and oil-pumping systems for the following Town facilities:
- a. Town Hall (486 Oxford Road). Provide RPMS 6 times annually (bi-monthly)
  - b. Public Works (21 Great Oak Road). Provide RPMS 2 times annually (semi-annually)
  - c. Police Department (429 Oxford Road). Provide RPMS 4 times annually (quarterly)
  - d. Senior Center (10 Old Church Road). Provide RPMS 4 times annually (quarterly)
  - e. Center Firehouse (462 Oxford Road). Provide RPMS 4 times annually (quarterly)
  - f. Oxford Ambulance (484 Oxford Road). Provide RPMS 4 times annually (quarterly)
  - g. Dog Pound Ambulance (484 Oxford Road). Provide RPMS 1 time annually
  - h. Quaker Farms Firehouse (403 Quaker Farms Road). Provide RPMS 4 times annually (quarterly)
  - i. Riverside Firehouse (151 Coppermine Road). Provide RPMS 4 times annually (quarterly)
6. Period of service to be from July 1, 2011 to June 30, 2012, with option by the Town for a one (1) year renewal.
7. Contractor to carry and maintain the following insurance, and provide a copy of the Certificate of Insurance to the Town prior to beginning work:
- a. Comprehensive General Liability Insurance as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:
    - Bodily Injury Liability and Property Damage Liability:  
\$1,000,000 each occurrence.
    - The Town shall be named as an Additional Insured  
This MUST be stated explicitly on the Certificate or you will be disqualified
  - b. Worker's Compensation Insurance and Employer's Liability for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.

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- Worker's Compensation and Employer Liability:  
Statutory Limits
- c. Comprehensive Auto Liability Insurance:
- Bodily Injury Insurance and Property Damage Insurance covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work under the Contract, shall be in the minimum of \$1,000,000 each occurrence.

The equipment to be serviced will be made available for inspection on June 30, 2011, starting at 10:00am at the Oxford Town Hall and then proceeding to the other facilities. Contractors who have not previously toured all of the Town buildings included in this RFP are strongly urged to do so. Familiarity with all of the systems involved may be a factor in the selection process.

Contractors shall submit a proposal in accordance with the specifications above. **Identify the value of the overall proposal for each of the listed locations.** Proposals shall be in a sealed envelope marked "HVAC Maintenance Proposal" and delivered to:

attn: Mr. Joseph Calabrese, Administrative Assistant  
Town Hall  
486 Oxford Road  
Oxford, CT 06478

no later than 3:30pm, Monday, July 11, 2011.

The Town of Oxford reserves the right to accept or reject any or all proposals or waive minor irregularities in the proposals if such action is in the best interest of the Town.

Contractors may be requested to provide a qualification statement including references. An award will be made to the Contractor who submits the most advantageous proposal and is in the best interests of the Town. Price, past experience, supporting documentation of past performance and other relevant factors will be considered. The Town of Oxford attaches a great importance to the ability of the Contractor to complete the work as specified. This concern does not demonstrate a lack of trust in the Contractor, but rather an acknowledgement of the Town's obligation to its citizens.

**END OF REQUEST FOR PROPOSALS**