



# TARRYTOWN-ON-HUDSON

One Depot Plaza, Tarrytown, New York 10591-3199

*Mayor*

DREW FIXELL

*Deputy Mayor*

THOMAS T. BASHER

*Trustees*

THOMAS BUTLER

ROBERT HOYT

MARY McGEE

REBECCA McGOVERN

DOUGLAS ZOLLO

*VILLAGE ADMINISTRATOR*

914-631-1885

*VILLAGE TREASURER*

914-631-7873

*VILLAGE CLERK*

914-631-1652

*VILLAGE ENGINEER*

914-631-3668

*DEPT. OF PUBLIC WORKS*

914-631-0356

FAX NO. 914-631-1571

October 22, 2009

Gentlemen:

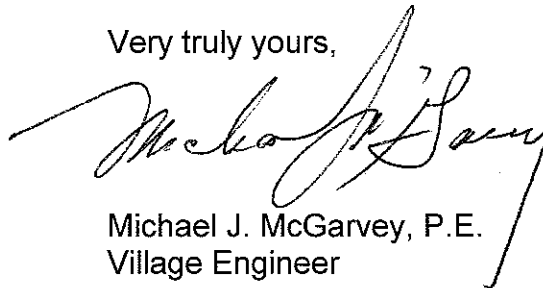
Enclosed herewith please find a Request for Proposals (RFP) for an HVAC contractor to provide annual inspection of heat and air conditioning equipment located in various Village-owned buildings.

The content of the proposal should respond to information presented in the enclosed Request for Proposals. Respondents are required to submit one (1) original and two (2) copies of their proposal and must be received no later than 4:00 p.m. on Thursday, November 5, 2009, and should be addressed to:

Village of Tarrytown  
Office of the Village Clerk  
One Depot Plaza  
Tarrytown, New York 10591

If you have any questions, please call (914) 631-3668.

Very truly yours,



Michael J. McGarvey, P.E.  
Village Engineer

MJM:dsb  
Enclosure



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October 22, 2009

**Request For Proposal  
HVAC Maintenance Agreement  
For  
Various Village of Tarrytown  
Municipal Buildings**

**Contract # 09-06**

**Project Overview:**

The Village of Tarrytown is interested in retaining the services of a competent HVAC contractor to provide annual inspection of the heat and air conditioning equipment located in the following Village-owned buildings:

- Old Police Headquarters building, 150 Franklin Street
- DPW building, 4 Division Street
- Recreation building, 238 West Main Street
- Senior Center building, 240 West Main Street
- Warner Library building, 121 North Broadway
- Five Fire House buildings:
  - Main Street Fire House, 50 Main Street
  - Consolidated Engine, 177 Sheldon Avenue
  - Washington Engine, 157 White Plains Road
  - Phenix Hose, Central Avenue and Mechanics Avenue
  - Riverside Hose, Franklin Street

The attached list is a general list of equipment to be maintained and does not include all ancillary equipment for a complete operation.

The equipment inventory list is not inclusive of all equipment within each building. The proposal must include the maintenance cost for all equipment therein for a proper operation of the HVAC systems.

**Scope of Work:**

The selected contractor will be required to perform (but not limited to) the following service maintenance tasks:

- Fan coil unit:
  - Wire brush and vacuum coils.
  - Inspect coils.
  
- Gas-fired boilers:
  - Clean and set electrodes.
  - Measure pilot and manifold pressure.
  - Test low water cut-off.
  - Test aquastat and manual are set.
  - Inspect relief valve and drain lines.
  - Lubricate burner motor.
  - Check electric connections.
  
- Circulating pump:
  - Check electric.
  - Lubricate motor and bearings.
  - Check suction and discharge pressure.
  - AMP motors.
  - Clean connections.
  
- Air handler unit:
  - Lubricate motors, bearings, and damper assemblies.
  - Inspect belts.
  - Inspect electric system.
  - Inspect associated control system.
  - Clean condenser coils.
  
- Chillers:
  - Verify properly refrigerant charges.
  - Perform oil analysis.
  - Inspect electricity.
  - Inspect chilled water flow let through evaporation bundle.
  - Inspect oil level and compression.
  - Test all controls.
  - Inspect filters as required.
  
- Roof-top unit with hot water coil:
  - Inspect belts.
  - Inspect high and low volume termination.
  - Inspect and test stop/start functions, free stats, and associated controls on air handlers.

- Electronic control systems:
  - Check wire and electronic components.
  - Cycle control.
  - Verify time schedule and set points.

**General Provisions:**

The Village of Tarrytown reserves the right, and at its sole discretion, exercises the following rights and options with respect to this Request for Proposals:

1. to reject any and all proposals;
2. to issue additional solicitations for proposals and/or amendments to this Request for Proposals;
3. to waive any irregularities in proposals received after notification to proposers affected;
4. to select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. to conduct investigations with respect to the qualifications of each proposer;
6. to exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals , the evaluation of proposals, and the negotiation and award of any contract;
7. to enter into an agreement for only portions, or not to enter into an agreement for any, of the services contemplated by the proposals;
8. to select the proposal that best satisfies the interests of the Village and not necessarily on the basis of price or any other single factor.

If the Village selects a proposal, a formal written contract shall be entered into between the Village and the successful proposer. The proposal or any part thereof, submitted by the successful proposer, may be attached or become part of the contract. The contract shall not become binding until signed by both parties and approved by the Village Attorney.

**Proposal Requirements:**

This Request for Proposals is intended to provide interested HVAC service contractors with an opportunity to demonstrate their ability to perform the required tasks. The proposal should contain the following information:

- A brief understanding of project objectives and the scope of work.
- Anticipated start date.
- A list of recent and relevant experience in similar-type projects.
- The proposal should include the cost to supply all manpower, equipment and materials to complete this project;
- The proposal should include the cost to supply manpower on an hourly basis (day, night, weekends, & holidays).
- The proposal should further breakdown direct cost to the Village for mark-up on the cost of materials and parts.
- The proposal requires that New York State Labor rates be implemented for workforce and a list of all equipment, parts and accessories that will be covered in this agreement for each individual building listed.

**Site Visit – Required**

A site visit is scheduled to be conducted on **Wednesday, October 28, 2009 at 9:00 a.m.** commencing at the Riverside Firehouse.

All proposers must visit each location to evaluate equipment and parts to be included in the contract. A partial list of equipment is attached.

All proposals should include a statement by the proposer concerning insurance coverage that would protect the Village from loss or harm should the proposal be accepted. A duly authorized official of the company should sign each proposal. The proposal should also state that it is valid for at least 360 calendar days from the date of submission. Respondents are required to submit 1 original and 2 copies of their proposal. Proposals and attachments must be received no later than 4:00 p.m. on Thursday, November 5, 2009, and should be addressed to:

Village of Tarrytown  
Office of the Village Clerk  
One Depot Plaza  
Tarrytown, NY 10591

**Village of Tarrytown  
Equipment Inventory**

Note: This equipment list is not all inclusive of associated appurtenances and ancillary controls, sensors etc. for the complete system operation

Facility	QTY	Equipment	Make	Model	Capacity
<b>DPW Garage - 4 Division Street</b>					
Truck Bay Area	2	Gas fired unit heaters	Dayton	Suspended	
	2	Exhaust Fans		Wall Mntd	
Sanitation					
	2	Gas fired unit heaters		Suspended	
Mechanic's Shop					
	2	Exhaust Fans		Wall mounted	
Water Department	1	Gas fired unit heaters	Dayton		
Exterior	1	Condensing Unit	York	D1NA042	3.5T
	1	draw Thru- Make up air	Trane	GRAA60	10000cfm
<b>Recreation Center - 238 West Main Street</b>					
Basement	1	Gas Fired Boiler	WeilMcLain		
	2	Circulating Pumps	B & G		
	1	Gas HW Heater	Rheem		100 Gal
	1	Elec HW Unit Heater			
Maintenance Supply	1	Unit Heater			
<b>Senior Center - 240 West Main Street</b>					
	1	Gas fired Boiler	WeilMcLain		
	3	Circulating Pumps	Taco		
	1	Unit Heater	Reznor		
	1	HW Heater	Universal		100 Gal
Exterior	1	H/C system w/Econom.	Trane	YSC072	
	1	Condensing Unit	Carrier		15T
	1	Condensing Unit	Carrier	Gemini/Split	7.5T
<b>Main St. Firehouse - 50 Main Street</b>					
Boiler Room					
	1	Gas Fired Boiler	HBSmith	JB1C03UVM3A12	1.2mbtu
Circulating Pumps	3	B & G			
Kitchen	1	Unit Heater	McQuay		
Truck Bay	1	Unit Heater	McQuay		
Truck Bay	1	Unit Heater	Reznor		
Roof	1	H/C System	Carrier	50TJ024	20T
<b>Phenix Firehouse - Central Avenue and Mechanics Avenue</b>					
Boiler Room	1	Gas Fire Boiler	Burnham		1.2 MBTU
	5	Circulators	Taco		
	1	HW Heater	American		100Gal
Main Room	1	Ductless Split			3T
Main Room, CU on Roof	1	Sanyo Split			3T
Roof	1	H/C System			5T

**Village of Tarrytown  
Equipment Inventory**

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Facility		QTY	Equipment	Make	Model	Capacity
<b>Riverside Hose Firehouse - Franklin Street</b>						
	Boiler Room	1	Gas Fired Boiler	Weil McLain		1.2MBTU
		2	Circulating Pumps			
	Truck Bay	1	Condensing Unit - water cooled			5T
		1	H/w Heater			100Gal
<b>Warner Library - 121 North Broadway</b>						
	Boiler Room					
	Gas Fired Boiler	2	Raypak			1.2Mbtu
	Circulation pumps	2	Baldor			7.5hp
	Exhaust Fan	1				
	H/W heater	1	AO Smith			100gal
	Mezzanine	1	Air Handler	Carrier	40RM-016-H611H	15T
		1	Unit Heater	Modine		
	Roof	1	H/C System	Carrier	50HJ017J5B1YA	15T
		1	Condensing Unit	Carrier	38AKS016	15T
		1	Chiller	Carrier	30RAN050	50T
		2	Exhaust Fans	Power Vent.		5HP
Building Interior	32	Unit Ventilators				
<b>Old Police Station - 150 Franklin Street</b>						
		1	Gas Fired Boiler	HB Smith	CC8W	
		2	Circulating Pumps	B&G		
		1	H/W Heater	Rheem		100Gal
<b>Consolidated Firehouse - 177 Sheldon Avenue</b>						
	Exterior	1	Split Sys. Cond. Unit	York		4.5 Ton
		1	Gas Furnace - 90%	York		4.5T/135mbh
		1	Split System addon Coil	York		
		1	Air Handler	Unitary		1950cfm
	Exterior	1	Split Sys. Cond. Unit	York		7.5 Ton
		1	Gas Furnace 80%	York		7.5T/160mbh
		1	Split System addon Coil			
		1	Vent Air Handler	Reznor	PDH	2500cfm
		4	VAV			
		1	Exhaust Fan	Cook		2500cfm
		1	Exhaust Fan		Ace13	150cfm
		3	Unit Heaters	Modine		

**Village of Tarrytown  
Equipment Inventory**

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<b>Facility</b>	<b>QTY</b>	<b>Equipment</b>	<b>Make</b>	<b>Model</b>	<b>Capacity</b>
<b>Washington Firehouse - 157 White Plains Road</b>					
Exterior	1	Split Sys. Cond. Unit	York		4.5 Ton
	1	Gas Furnace - 90%	York		4.5T/135mbh
	1	Split System addon Coil	York		
	1	Air Handler	Unitary		1950cfm
Exterior	1	Split Sys. Cond. Unit	York		7.5 Ton
	1	Gas Furnace 80%	York		7.5T/160mbh
	1	Split System addon Coil			
	1	Vent Air Handler	Reznor	PDH	2050cfm
	3	VAV			
	1	Exhaust Fan	Cook		2500cfm
	1	Exhaust Fan		Ace13	150cfm
	3	Unit Heaters	Modine		