



TOWNS OF AVON & CANTON

REQUEST FOR PROPOSALS TO PROVIDE CONTRACTED HVAC MAINTENANCE SERVICE

Facilities Walkthrough	September 7, 2007 9AM EST
Responses Due	September 19, 2007 NOON EST

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 33 months, commencing October 1, 2007. 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.

SCOPE OF SERVICES

The Contractor(s) shall schedule and complete all routine HVAC routine maintenance 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 four (4) 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. When providing routine and/or emergency maintenance on the Towns’ HVAC equipment, Contractor(s) shall use its own labor, tools and transportation.

Services that Contractor(s) shall perform upon Town of Avon and Canton machinery at the locations listed herein, respectively on a quarterly basis to include but not be limited to the following:

- 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.
- Clean burner assembly.
- Replace heating and air conditioning filters.
- Clean and inspect condenser coils, blades and fan guards.

NOTE: Contractor(s) will replace worn or failed parts with the approval of the appropriate Town official (Avon - Director of Public Works or his designee, Canton - Director of Physical Plant). 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 of line and of current design to minimize system depreciation and obsolescence.

The following is a list of municipal buildings and HVAC machinery therein to be serviced and/ or maintained by the Contractor:

TOWN OF AVON

Town of Avon Police Department, Building # 3

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

Town of Avon Police Department, Building #4 Annex

- One (1) HB Smith Gas Boiler – Model #G300-S/W-7
- One (1) Jet Gas Water Heater – Model #M-1-100V-199-3N
- One (1) McQuay Air Handler A/C Coil Unit – Model #LSL106CV
- One (1) McQuay Air Handler A/C Coil Unit – Model #LSL104CV

Town of Avon Police Department, Building #8

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

Town of Avon Public Library

- One (1) Trane Centrifugal Airfoil Fan – Model #CAFB33F11AC1HK3AF100000
- One (1) Champion Climate Control Air Compressor W/2 Dayton Pumps – Century ¾hp motors
- One (1) Wilkerson Refrigerated Air Dryer
- One (1) Trane Climate Changer – Model #CCDB25ENBC
- One (1) Trane Filter Section Module – Model #MCCA00
- Three (3) Siebe Vav Boxes/Johnson Pneumatic Controls
- One (1) Trane Split Condensing Unit – Model #RAUBC406A801
- One (1) HB Smith Combination Gas/Oil Boiler with Webster Burner – Model # JBIC-03-RM7895C-LL.12-UL

Town of Avon Town Hall, Building #1

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

Town of Avon Town Hall, Building #2

- One (1) York A/C Unit Pad Mounted #E1FB036525A
- One (1) Attic AirHandler #TWD718B100A2
- One (1) Attic Air Handler
- One (1) Trane Heat Pump #TWD718B100A2

Town of Avon Town Hall, Building #5

- One (1) Weil McLain Gas Boiler GV-6

Town of Avon Town Hall, Building #6

- One (1) Weil McLain Gas Boiler GV-6

Town of Avon Town Hall, Building #7

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

Town of Avon Senior Center

- Two (2) Weil McLain Gas Boilers MOD#VHE6
- One (1) A O Smith Gas Water Heater MOD#BT 100 110 98 GAL
- Two (2) Armstrong Circulation Pumps MOD#CV 56T17D1067BP
- One (1) In Ceiling Heat Unit in Kitchen
- Two (2) York Air Handlers MOD#N2AHD16a06C
- Five (5) Auto FLD Humidifiers MOD#A405
- One (1) Modine Hot Water Heater MOD#HS24S01
- One (1) York Air Handler #N2AHD14A06C
- One (1) York Air Handler #N2AHD10A06C
- One (1) Frigidaire Air Handler#B3BM-024K-AB
- Five (5) York Condensing Units
- Two (2) Gibson Condensing Units #JS3BA-018KA

Town of Avon Countryside Park

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

Town of Avon Public Works Facility

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

One (1) REZNOR Propane Heater MN UDAS150-S

Town of Avon Recycling Center

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

Town of Avon Fire Company #1

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

Town of Avon Fire Company #2

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

Town of Avon Fire Company #3

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

Town of Avon Fire Company #4

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

Town of Avon Animal Shelter

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

TOWN OF CANTON

Town of Canton Police Department

Lochinvar Copper Fin II.
Six (6) Wel Mclain Storage Tank Plus 100.
One (1) Trane TWE030P13080 Condensing Unit.
One (1) Trane TWE042P13080 Condensing Unit.
Three (3) Trane TWE 060P13080 Condensing Unit.
One (1) Trane 2TTR2024A1000 AA Air Handler with heat coil.
One (1) Trane 2TTR2036A1000 AA Air Handler with heat coil.
Three (3) Trane 2TTR2060A1000 AA Air Handler with heat coil.

Town of Canton Library/Community Center Building

One (1) Lochinvar Boiler...CHN0990.
One (1) State Electric Hot Water Heater .
Six (6) Armstrong Circ Pumps.
Twelve (12) Trane Packaged Rooftop Units...YCD037C3LAB2.
Two (2) Trane Packaged Rooftop Units 10 Ton .
One (1) Trane Packaged Rooftop Unit 15 Ton.

Town of Canton Town Hall

One (1) Carrier Chiller 30HR050-B140...2 Compressors.
One (1) Baltimore Air Cole Cooling Tower...J0605B-B22.
Six (6) Taco pumps.
Four (4) Carrier 40RS008400 AHUs.
Two (2) Peerless Boilers.
One (1) Mitsubishi Split System.
One (1) Lot pleated air filter.

Canton Highway Department

Contractor shall maintain one (1) Liberty Slantfin Furnace.

Collinsville Fire Department

Contractor shall maintain one (1) Burnham oil furnace, model # V-905.

PAYMENT

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

Contractor(s) will be paid by each Town for the performance of emergency work done therein within a reasonable time of having submitted such invoices to the appropriate finance department.

Contractor(s) will be reimbursed by each Town at wholesale prices for the replacement of parts.

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

EVENT	DATE
RFP Issued	August 27, 2007
Deadline for RFP Submission	September 19, 2007, Noon, EST
RFP Evaluations & possible interviews	September 20, 2007
Contract Awarded	September 31, 2007
Service begins	October 1, 2007

GENERAL CONDITIONS AND INSTRUCTIONS

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

Facilities Walkthrough: A walkthrough of the Canton Town facilities is scheduled to take place at 9 AM, EST on September 7, 2007. The walkthrough will begin outside the office of the Chief Administrative Officer, Canton Town Hall, 4 Market Street, Collinsville, CT, 06019. At the conclusion

of the Canton walkthrough, a walkthrough of Town of Avon facilities will commence at the Avon Town Manager's Office, 60 West Main Street, Avon, CT 06001.

Proposal Submittals: Proposals must be received no later than Noon, EST, on September 19, 2007. Respondents must submit one original and one copy. Proposals may be hand delivered or mailed to:

Town Manager's Office
Town of Avon
60 West Main Street
Avon, CT 06001

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

Jonathan Luiz
Administrative Services Coordinator
Town of Canton
(860) 693-7839
jl Luiz@townofcantonct.org

Bruce C. Williams
Director of Public Works
Town of Avon
(860) 673-6151
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.

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.

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 DEPT, BUILDING #3

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT AVON POLICE DEPT., BUILDING #4

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT AVON POLICE DEPT, BUILDING #8

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT AVON PUBLIC LIBRARY

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICE AT AVON PUBLIC WORKS FACILITY

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 10/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

PROPOSED FEE FOR EMERGENCY HVAC MAINTENANCE SERVICES AT ALL TOWN OF AVON LOCATIONS LISTED ON THIS FEE PROPOSAL FORM:

Total emergency fee for 9/01/2007 through 6/30/2008	\$ _____ per hour
Total emergency fee for 7/01/2008 through 6/30/2009	\$ _____ per hour
Total emergency fee for 7/01/2009 through 6/30/2010	\$ _____ per hour

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

Total annual service fee for 9/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 9/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 9/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT CANTON HIGHWAY DEPT:

Total annual service fee for 9/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

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

Total annual service fee for 9/01/2007 through 6/30/2008	\$
Total annual service fee for 7/01/2008 through 6/30/2009	\$
Total annual service fee for 7/01/2009 through 6/30/2010	\$

**PROPOSED FEE FOR EMERGENCY HVAC MAINTENANCE SERVICES AT
ALL TOWN OF CANTON LOCATIONS LISTED ON THIS FEE PROPOSAL FORM:**

Total emergency fee for 9/01/2007 through 6/30/2008	\$ _____ per hour
Total emergency fee for 7/01/2008 through 6/30/2009	\$ _____ per hour
Total emergency fee for 7/01/2009 through 6/30/2010	\$ _____ per hour

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: _____

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: _____
