



TOWNS OF AVON & CANTON



REQUEST FOR PROPOSALS TO PROVIDE CONTRACTED HVAC MAINTENANCE SERVICES

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

RESPONSES DUE: June 9, 2010, 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 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 #NHTSA018W2DAAA
- (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 ³/₄hp 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

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) Weil-McLain Gas Boiler GV-6

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

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

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

- ✓ (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

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
- ✓ (1) State Electric Hot Water Heater.
- ✓ (3) B & G Series 90 Circulation Pumps.
- ✓ (23) Exhaust / Supply Fans, various sizes
- ✓ (4) Air Handling Units, 3- McQuay LSL-111, 1- McQuay RBS-8028
- ✓ (2) Ground Mounted Condensing Units, Model ALP-021C (20 Tons)
- ✓ (22) Unit Heaters, various sizes
- ✓ (3) Heat Recovery Coils

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
- ✓ (5) Bell & Gossett Circulation Pumps, various sizes
- ✓ (12) Carrier Exhaust / Supply Fans, various sizes
- ✓ (3) Nessbitt Model RCA-150 Ground Mounted Condensing Units
- ✓ (18) Nessbitt Unit Ventilators, various sizes
- ✓ (3) Nessbitt Air Handling Units, various sizes
- ✓ (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:

- ✓ (1) HB Smith Model 28A Oil Fires Boiler
- ✓ (2) Bell & Gossett Circulation Pumps Model 1510-1.5 BC
- ✓ (5) Trane Roof Top Units (20-40 Tons)
- ✓ (7) Air Handler Units, (1-2 Tons)
- ✓ (7) Ground Mounted Condensing Units Model 12KL11
- ✓ (17) Greenheck Ventilator Fans, various sizes
- ✓ (5) Trane Unit Heaters, various sizes

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 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 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

EVENT	DATE
RFP Issued	5/26/2010
Facilities Walkthrough	6/2//2010
Deadline for RFP Submission	6/9/2010, 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.

Facilities Walkthrough: A walkthrough of the Canton Town / Board of Education facilities is scheduled to take place at 9 AM, EST on June 2, 2010. The walkthrough will begin in the 2nd floor conference room, 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 Town of Avon Landfill, Huckleberry Hill Road, Avon, CT 06001.

Proposal Submittals: Proposals must be received no later than Noon, EST, on June 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

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. 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:**

	7/1/2010 - 6/30/2011	7/1/2011-6/30/2012	7/1/2012-6/30/2013
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: _____

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

	7/1/2010 - 6/30/2011	7/1/2011-6/30/2012	7/1/2012-6/30/2013
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: _____

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:***

	7/1/2010 - 6/30/2011	7/1/2011-6/30/2012	7/1/2012-6/30/2013
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: _____

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: _____

