

Legal Advertisement
REQUEST FOR BIDS

The Housing Authority of the Town of Secaucus, New Jersey will accept sealed bids for maintenance and repair of heating, ventilating and air conditioning (HVAC) equipment. The services will be for a two year period. It is the Housing Authority's desire to retain and employ a duly qualified, licensed HVAC contractor. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services.

The services that are requested will be as follows and will encompass three of the Housing Authority's properties (600 County Avenue, 700 County Avenue & 777-5th Street). The services shall include all labor and materials (as noted) necessary to maintain HVAC equipment (delineated below) in good operating condition.

Kroll Heights

McQuay – LSL106CV – Community Room

McQuay – SCB 121B – Office

Towers

Trane – SPCC-C106-A Community Room

Trane – WSCO72A3RGA1CH000AIB000A0 – Penthouse

The Elms

Carrier – 40RUAA12A3A6AOAOPO – Office/Lobby

Trane – GRAA60P – Roof Top Air Handler for Common Area floors 1-6

Carrier - 38AUZB08A0M5-0A0C0 & 40RUAA08T1A5-0A0A0 – Community Room

The following services shall be provided during the first week of April (at a minimum) and thereafter as necessary:

- 1) Check all refrigerant operating pressures.
- 2) Check oil pressure and level.
- 3) Check amperage draw of all motors.
- 4) Replace all filters.
- 5) Check and adjust all belts, replace if necessary (the contractor will be required to replace all damaged belts, during the course of the contract, within the basic maintenance price).
- 6) Lubricate all bearings.
- 7) Check supply and return temperatures and provide a written report to the owner (balance system as required).
- 8) Check condenser and evaporator coils.
- 9) Perform minor leak test.
- 10) Check operation of thermostats and controls (including time clocks).
- 11) Blow out condensate lines.
- 12) Check operation of heating section.
- 13) Check operation of cooling section.
- 14) Replace all fuses as necessary.
- 15) Check operation of low ambient levels and adjust as necessary.
- 16) Flush and clean condensate pumps.
- 17) Check operation of expansion valve.
- 18) Check operation of solenoid valve.

- 19) Check all driers.
- 20) Check sight glass for moisture.
- 21) Perform acid test on compressor oil and provide a written report to the owner.
- 22) Check condition of all pulleys and drives.
- 23) Check and clean gas burner assembly.
- 24) Power wash all condenser coils once per year, or as needed
- 25) Must be able to respond to all emergency calls within 4 hours of being notified by the Housing Authority (all emergency calls will be billed at the approved hourly rate, plus parts and labor).
- 26) The contractor will be responsible for making all repairs associated with their failure to properly maintain the HVAC equipment in accordance with the term of the maintenance agreement.
- 27) Provide all Freon on an as needed basis due to leakage, drainage or other conditions.
- 28) Turn-on and turn-off all HVAC equipment on the anniversary of the commencement and termination of each heating and cooling season. Air conditioning equipment shall be turned-on and check during the first week of April. Heating equipment shall be checked and turned on during the second week of October.
- 29) Drain and fill all systems as necessary for maintenance.
- 30) Adjust all controls as per manufacturer's specifications.
- 31) Balance all HVAC systems.
- 32) The contractor will be required to maintain a log, at each site, showing the date

of all preventative maintenance performed on the Authority's HVAC equipment. Failure to maintain the log will result in the contractor making all repairs, at no cost, because of equipment failure. The log must be signed by the vendor making the repair or performing the preventative maintenance and the Housing Authority maintenance supervisor.

33) Check and adjust all equipment time clocks as necessary.

34) Check and Clean all air ducts as necessary.

Qualifications:

- 1) Must be licensed by all applicable entities governing these services in the State of New Jersey.
- 2) Should have proven previous experience in maintaining comparable HVAC equipment.
- 3) Must be an approvable by the U.S. Department of Housing and Urban Development to provide these services.

Submission:

All persons interested in submitting a bid for the Housing Authority's HVAC maintenance should submit a lump sum price for the basic contract and hourly rates for all other work. The proposal must be sealed and include the following:

- 1) Proposal Form with a price for basic maintenance and hourly rates for all other work.
- 2) Listing of references and current customers (with comparable equipment).
- 3) NJ Business Registration Certificate
- 4) Certification: Suspension and Debarment Form
- 5) Non Collusion Affidavit
- 6) Stockholder Disclosure
- 7) Copy of the vendor's insurance certificate.

- 8) A signed HUD 5369-Certifications and Representation of Offerors Non-Construction
- 9) Copies of all relevant licenses.

The proposal should be in a sealed envelope that is clearly marked: "Bid for HVAC Maintenance." Proposals should be delivered to the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or before February 21, 2019 by 11:00 AM. The buildings and equipment are available for inspection between the hours of 8:30 AM to 4:00 PM, Monday to Friday.

The Housing Authority reserves the right to reject any and all bids received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

Date: 2/4/19

CHRISTOPHER W. MARRA

Executive Director

BID FOR HVAC MAINTENANCE

Secaucus Housing Authority
700 County Avenue
Secaucus, New Jersey 07094
(201) 867-2957

Submitted by:

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

*Price for basic Maintenance Service:\$ _____

**Hourly Rate for other work: \$ _____

*Price Includes all work outlined in the attached Request for Proposals.

**Price for all work outside the scope of the basic maintenance contract, including emergency calls.

Term: 24 Months

Date: _____

Contractor's Signature

The Housing Authority reserves the right to reject any and all bids received in response to its R.F.P.
The bid must contain all of the attachments as stated in the "Proposal Submission" section of the R.F.P.

AGREEMENT FOR HVAC SERVICES

THIS AGREEMENT made on _____, by and between _____ (the "Contractor") and the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey (the "Authority").

WITNESSETH, that the contractor and the Authority for the consideration stated herein agrees as follows:

ARTICLE 1. - Statement of Work

The contractor shall furnish all materials and other items as specified in the attached Request for Proposals relating to plumbing work.

ARTICLE 2. - Time of Completion

As per Request for Proposals.

ARTICLE 3. - Contract Price

Maintenance Service-\$

Hourly Rates-\$

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first written above.

CHRISTOPHER W. MARRA-SHA Executive Director

Date:

Date: