



TOWN OF AUBURN, NH

PUBLIC NOTICE REQUEST FOR PROPOSALS

HVAC MAINTENANCE SERVICES

June 9, 2023

The Town of is soliciting proposals for maintenance and repair of HVAC systems in town facilities.

Services to include semi-annual preventative maintenance and on-call services for HVAC problems and failures.

Sealed proposals marked "HVAC" will be accepted at the Selectmen's Office until 2:00 PM on Friday, July 7, 2023. Proposals will be publicly opened at that time, and presented to the Auburn Board of Selectmen as necessary after that date for formal approval.

Specifications for the project are available at the Town Hall at 47 Chester Road between the hours of 8:00 A.M. and 4:30 P.M., or on the Town of Auburn web site (www.auburnnh.us).

The Board of Selectmen reserve the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

1. Introduction

The Town of Auburn, New Hampshire is requesting pricing information for the purchase of HVAC Services to be administered to the Town of Auburn for two years ending September 1, 2025. The Town has historically used a variety of vendors to perform HVAC services and wishes to consolidate those services with one qualified contractor.

2. General Requirements

- Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). No late proposals will be accepted.
- Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Town of Auburn reserves the right to select or reject any vendor that it deems to be in the best interest of the town. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time. The Town reserves the right to waive defects and informalities of the proposals.
- Procurement information shall be a governmental record to the extent provided in NH RSA 91-A:4 and 5 and shall be available to the public. Proprietary information shall be considered a governmental record.
- Any deviations from the specifications must be so noted and any bid prices must be reflective of these deviations.
- The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000, types of liability coverage, and workers compensation participation. Thirty-day notice is required for cancellation of policy and Town of Auburn shall be listed as additional insured.

Questions should be directed Chris Sterndale, Town Administrator at (603) 483-5052 or townadmin@townofauburnnh.com.

3. Project Requirements

- a. The contractor shall furnish all labor, tools, specialized equipment, materials, supplies, supervision and transportation to perform HVAC maintenance and repair services as specifically outlined in this section.
- b. The Town shall inspect work performed by the contractor on a regular basis. In the event of work performance deficiencies, the Town shall notify the contractor. Notification may be verbal or written. The contractor will rectify the deficiency within 24 hours.
- c. The contractor shall establish a semi-annual (spring and fall) maintenance schedule. The maintenance shall be scheduled on day(s) and time(s) as mutually agreed upon by the Town and contractor.

4. Scope of Work

a. **Semi-Annual Preventative Maintenance** shall include at a minimum the following items listed below, as appropriate for various equipment. At the conclusion of each season's work, provide a written report to the Town, including any areas of concern.

Spring Air Conditioning:

- Inspect and clean washable filters
- Provide disposable high efficiency air filters for change
- Check belt condition, tightness and alignment and change one time per year
- Check refrigerant charges
- Clean condenser coil
- Clean evaporator coil
- Lubricate condenser, evaporate, compressor, and pump motors (oil/grease bearings)
- Clean fan blades and check for balance and alignment
- Inspect and tighten all electrical connections
- Start air conditioner and check voltage
- Start air conditioner and check amperage
- Clear all condensate drains and drain pans
- Test safety controls and thermostats
- Inspect start run capacitors and relay
- Check vibration and noise levels
- Inspect doors for alignment and sealing
- Check moisture indicator
- Inspect for and repair bent fins on heat exchangers
- Check tubing for vibration and distortion
- Inspect and calibrate damper linkages and motors
- Check economizer for proper operation
- Check megohmmeter reading of compressor when needed

Fall Heat:

- Inspect and clean washable filters
- Provide disposable high efficiency air filters for change
- Check belt condition, tightness, and alignment and adjust as needed
- Inspect heat exchangers for cracks
- Clean burners and burner tubes
- Check thermocouples
- Verify fan switch operation
- Inspect pilot flame and adjust
- Test burner safety controls
- Inspect gas lines and shut-off
- Check combustion air inlets
- Clean flue pipes
- Calibrate thermostats
- Check fusible links and limit disc.
- Calibrate fuel/air ratio
- Test all limit switches
- Lubricate induced draft motor
- Check outdoor air thermostats and economizer operation
- Measure for proper TD across heat exchangers

- Verify proper gas pressure if applicable
- Check crankcase heater for proper operation
- Inspect and tighten all electrical connections

b. Any **additional recommended maintenance** or repairs shall be identified. Additional services, parts, and costs shall be agreed to prior to commencement of work.

c. **On-call and emergency service.** Contractor shall provide 24-hour on-call response for repairs and emergencies. Non-emergency and emergency service rates shall be detailed in form below.

5. Locations and Equipment List

Town Hall, Chester Rd.	Vitorond 100 Comfort-Air AHG48-0A
Public Safety Complex, Eaton Hill Rd.	2 x Burnham V903
Fire Station #2, Pingree Hill Rd.	LowBoy D060575444
Griffin Free Public Library, Hooksett Rd.	Thermo Pride
Town Garage, Chester Turnpike	Modine Hot Dog x2

This list is for general information, and is not exact or comprehensive. See #6 site visits.

6. Site Visits

Vendors are encouraged to visit facilities to view all equipment, at a time to be determined. Interested vendors should contact Town Administrator Chris Sterndale townadmin@townofauburnnh.com. Facilities are expected to be opened a specific times during the week of June 26, 2023.

7. Submissions

Vendors shall submit the signed Proposal Form below in hard copy or electronically. Limited collateral or additional information about the vendor's capabilities and similar customers will be accepted.

Deadline: 2:00PM Friday July 7, 2023

Hard Copy: Selectmen's Office, PO Box 309, 47 Chester Rd., Auburn, NH 03032

Electronic: Town Administrator Chris Sterndale, townadmin@townofauburnnh.com

8. Selection

Vendor selection shall be based on possession of necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed of required time of completion or performance, and possession of a satisfactory record of performance as well as costs.

PROPOSAL FORM

HVAC Services

To the Town of Auburn, New Hampshire, herein called the Owner.

The Undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. I certify that this vendor has not been suspended or debarred from participating in any federal or State contract or grant.
5. The Bidder has carefully read and examined the Bid Documents and other Contract Documents and knows and understands the terms and provisions thereof.
6. This Bidder understands that the Bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the Bidder will take in full payment for following item prices as set forth below.

The contractor must bid on all of the following items.

Semi-Annual Preventative Maintenance: \$_____ per year

Labor rates not covered by Preventative Maintenance: _____ \$_____/hr

_____ \$_____/hr

Materials mark-up as percentage over cost, if any: _____

Emergency (24-hr) Service pricing: _____

OTHER QUESTIONS

- How many years have you been engaged in the HVAC business under your present name? ____
- Have you failed within the last seven years to complete any work awarded to you, defaulted on a contract, or failed to complete a project in the time allotted in contract documents? _____

If yes, where and why? (attach explanation)

REFERENCES

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

**Town of Auburn, NH
RFP for HVAC Services
June 2023**

1. _____
2. _____
3. _____

Signature

Date

Company Name

Title