



**Office for People With
Developmental Disabilities**

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Governor

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Commissioner

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Executive Deputy Commissioner

**OPWDD Contract Management Unit
on behalf of:**

**Hudson Valley Developmental Disabilities
State Operations Office**

**2022-2027 Heating, Ventilation and Air
Conditioning (HVAC) Systems, and Water
Heater Inspections, Start Up, and/or
Maintenance Services in Orange, Rockland,
and Westchester Counties**

HV 111721

Invitation for Bid

Invitation for Bid

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ADDITIONAL REQUIRED FORMS (MUST BE SUBMITTED WITH BID OR WITHIN 3 BUSINESS DAYS OF REQUEST BY OPWDD. FAILURE TO SUBMIT THESE FORMS WILL RESULT IN BID DISQUALIFICATION):

ATTACHMENT 1: References

ATTACHMENT 2: Vendor Responsibility Questionnaire

REFERENCE MATERIAL

Contract Template with Appendix A & Supplement

1. Introduction

The New York State Office for People with Developmental Disabilities (hereinafter "OPWDD") has the authority to provide care, treatment, rehabilitation, education, training and support services to developmentally disabled persons. OPWDD is also empowered to take all actions necessary, desirable, and proper to carry out its purposes and objectives within budgetary amounts made available by appropriations. Hudson Valley Developmental Disabilities State Operations Office (hereinafter "OPWDD") is an agency of OPWDD serving Orange, Rockland, Sullivan, and Westchester counties.

OPWDD contracts with numerous organizations to provide these required services and other physical benefits. Such contracts may be with not-for-profit or for-profit organizations as well as with other governmental organizations.

2. Designated Contact Person(s) For Inquiries & Submission

Kyle Newton, CMS 1 for
 Laura Pushkarsh, CMS 2
 OPWDD Contract Management Unit
 26 Center Circle
 Wassaic, New York 12592-2637
 Phone: 845-877-6821 x 3219 Fax: 845-877-3004
eny.nyc.li.contracthub@opwdd.ny.gov

3. Timetable of Proposal Due Dates

IFB Release Date	1 October 2021
Final Date for Receipt of Questions	20 October 2021
Official Responses to Questions By	3 November 2021
Proposal Due Date – Bid Opening*	2pm 17 November 2021
Evaluation & Selection	1 December 2021
Notification of Awards	1 December 2021
Contract start date (subject to change)	25 March 2022

*Bid Opening to be via Web Ex, not in person. Please see page 6, Section 13.A. (4) for details

OPWDD has sole discretion to change the above dates

4. Objective of this IFB

The purpose of this IFB is to contract with responsive and responsible vendors interested in performing the tasks and services described within the section of this IFB identified as "Qualifications & Scope of Work."

5. General Description of Services

This IFB is for interested bidders to submit a bid for Heating, Ventilation and Air Conditioning (HVAC) Systems, and Water Heater Inspections, Start Up, and/or Maintenance Services for OPWDD sites, according to the specifications, terms and conditions as enumerated in "Scope of Work" of this IFB.

6. Site Inspections

It is the Bidders obligation to visit any and all sites they wish to bid on. OPWDD will make **no allowance or concession** to the Bidder for any alleged misunderstanding or deception because of quality, character, location, or other conditions. It is the responsibility of the bidder to know the site(s) requirements based upon the service being requested. The telephone number for each site has been provided. It is the Bidders responsibility to set up an appointment with each House Manager to determine the specific requirements of all aspects of the sites in relation to the service to be provided. All Bidders must wear a mask during site visits.

7. Notice to Potential Bidders

Receipt of these bid documents does not indicate OPWDD has pre-determined any vendor qualifications to receive a contract award. Such determination will be made after the bid opening and will be based upon an evaluation of all bid submissions and compared to the specific requirements and qualifications contained in these bid documents.

8. Term of the Contract

The term of this contract will be defined in the Contract Agreement, but is anticipated to be a five year contract, unless an amendment is mutually agreed upon by both parties and approved by the Office of the State Comptroller (OSC).

9. Payment

Prices are to remain constant for the initial year of the contract. Approaching every contract anniversary date, the Contractor may request, or OPWDD give notice of, an annual price adjustment for the subsequent year. The request or notice must be submitted in writing between 30 days and 60 days prior to the contract anniversary date. OPWDD has the sole discretion in determining the rate to be approved. The adjustment shall be based upon the most recently available, "CPI-U", not seasonally adjusted, Northeast Region, all items, with the adjustment calculated on a 12-month percent change based on the month 60 days prior to the contract anniversary. Any price adjustment shall not exceed 3.0% per annum.

10. Wage and Hours Provisions

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes,

except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department.

Pursuant to § 9 (A), Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

Pursuant to § 9 (A), Contractor and its subcontractors must provide OPWDD with a certified payroll when submitting an invoice for payment.

11. Subcontracting

No Subcontracting of services is allowed with this IFB without written permission of OPWDD. For further information, please see section 14 J.

12. Insurance

The Contractor agrees that without expense to the State, insurance will be maintained during the period of the proposal and contract, insurance of the kinds and in the amounts indicated, with insurance companies authorized to do such business in the State of New York, covering all operations under this proposal and contract.

A. The Contractor shall furnish to OPWDD a Certificate or Certificates in a form satisfactory to the Agency, showing compliance with the requirements of this section. The State of New York Office for People with Developmental Disability will be expressly named as additional insured on each policy in accordance with above. Certificates of insurance should be forwarded to the OPWDD with the signed agreement and thereafter annually on the contract anniversary date. Certificates shall state the policies shall not be changed or cancelled until 30 days written notice has been given to OPWDD. Required insurances are:

- (1) A policy covering the obligations of the successful bidder in accordance with the Workers' Compensation Law. The contract shall be void and of no effect unless the successful bidder procures such policy and maintains it during the period of the contract. The Workers Compensation Board website can be found here: www.wcb.ny.gov/
- (2) Policies covering bodily injury, liability and property damage of the types hereinafter specified, each with limits of liability not less than \$1,000,000.00 for all damages arising out of bodily injury, including death at any time resulting there from, sustained by one person in any one accident, and subject to that limit for that person, and not less than \$2,000,000.00 for all damages arising out of bodily injury, including death at any time resulting there from, sustained by two or more persons in any accident and not less than \$2,000,000.00 for all damages arising out of injury or destruction of property.
 - a. Contractor's liability insurance issued to and covering the liability of the successful bidder with respect to all work performed by them under the proposal and the contract.

- b. Protective liability insurance issued to and covering the liability of the people of the State of New York with respect to all operations under this proposal and the contract, by the successful bidder, including omissions and supervisory acts of the State.

13. Submission of Proposals

A. Submission Requirements

One (1) original Bidder Cost Proposal Form is required to submit a bid. All proposals in response to this IFB must be received by OPWDD no later than the proposal due date and time.

One (1) original of each additional required form, as listed on page 2 (References and Vendor Responsibility Questionnaire), must be received either by the proposal due date or within 3 business days of request by OPWDD. It is strongly recommended that these additional forms are submitted by the proposal due date. Failure to submit the forms as specified above will result in the bid being disqualified.

- (1) **Overnight delivery can take a minimum of two (2) business days to be received by OPWDD. Bidders mailing their responses must allow sufficient mail delivery time to ensure receipt of their proposals by the Bid Opening Date listed on the cover page. Do not depend upon an expedited, "early AM," or similar delivery service to timely deliver to OPWDD.**
- (2) All proposals should be submitted in a sealed envelope with *the following information clearly displayed on the exterior of the packaging: **Bidder's name and address; "Sealed Bid" with the IFB title; Proposal Due Date***
- (3) Proposals should be **mailed** or **hand delivered** to the following address:

OPWDD
Contract Management Unit – **IFB: HV 111721**
C/O Kyle Newton, CMS 1
26 Center Circle, Building 58, Service Building
Wassaic, New York, 12592-2637

- (4) Bid Opening will be done via Web Ex following standard formal bid opening procedures. If bidders wish to "attend", they may do so by calling: **1-518-549-0500 at 2pm, on the 17th of November, 2021.** Bidders will be asked for an ATTENDEE CODE. Enter **185 983 3893 followed by the # sign.** You may also join by following the link below:

<https://meetny.webex.com/meetny/j.php?MTID=m1301762767f3d8a5b4256316bfa8ca65>

All proposals and accompanying documentation become the property of OPWDD and ordinarily will not be returned.

B. References

All bidders must submit at least three (3) work references that will verify that the bidder or its principals have at least three (3) years of relevant experience to complete the work as listed in Qualifications and Scope of Work.

C. Late Bids

Any Bid received at the specified location after the time specified will be considered a late Bid. A late Bid shall not be considered for award unless: (i) no timely Bids meeting the requirements of the Bid Documents are received or, (ii) in the case of a multiple award, an insufficient number of timely Bids were received to satisfy the multiple award; and acceptance of the late Bid is in the best interests of the Authorized Users. Delays in United States mail deliveries or any other means of transmittal, including couriers or agents of the Authorized User shall not excuse late Bid submissions. Similar types of delays, including but not limited to, bad weather or security procedures for parking and building admittance shall not excuse late Bid submissions. Determinations relative to Bid timeliness shall be at the sole discretion of OPWDD. **No late proposals will be considered if the delay in submission results from the fault of the bidder or from any factor within the direct or indirect control of the bidder.**

14. Procurement Information, Mandatory Requirements

A. Procurement Lobbying Law Requirements pursuant to State Finance Law §§ 139-j and 139-k

Effective January 1, 2006: Pursuant to State Finance Law §§ 139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OPWDD and Bidder during the procurement process. A Bidder is restricted from making contact from the earliest Notice of Intent to Solicit Offers through final award and approval of the Procurement Contract by OPWDD and, if applicable, the Office of the State Comptroller (OSC), to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 129-j (3)(a). Designated staff, as of the date hereof, is (are) identified in this solicitation.

The designated contact person is Laura Pushkarsh, CMS 2, Laura.x.Pushkarsh@opwdd.ny.gov. The Restricted Period for this procurement begins with the date of the advertisement in the NYS Contract Reporter and will end when the NYS Office of the State Comptroller has approved the contract. All contact during the Restricted Period regarding this procurement must be made with the OPWDD designated contact person.

OPWDD employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award. In the event of two findings within a four-year period, the Bidder is debarred from obtaining governmental Procurement Contracts. Bidders will be informed in writing of any preliminary OPWDD finding of non-responsibility and will be afforded administrative due process prior to a final determination being made.

B. Questions Regarding this Procurement

All questions regarding this procurement must be submitted in writing, by fax, mail, or e-mail to the contact person listed in **Section 2, 'Designated Contact Person(s) For Inquiries & Submissions'** of this solicitation. Questions that are emailed must be submitted via email address to eny.nyc.li.contracthub@opwdd.ny.gov, and should reference the IFB title name and number in the subject line of the email.

OPWDD will post official answers to the questions to the Contract Reporter and the OPWDD website by the date indicated in **Section 3, 'Timetable of Proposal Due Date'**.

If a bidder discovers a possible error in this IFB, immediately notify the contact person indicated in **Section 2 'Designated Contact Person(s) for Inquiries & Submissions'**, of such error and request clarification, correction or modification to this document via email address eny.nyc.li.contracthub@opwdd.ny.gov. All inquiries concerning corrections must reference the IFB title and number in the subject line of the email, and cite the particular bid section and paragraph number in the body of the email. Prospective Bidders should note that any such notice must be given, and all clarification and exceptions including those relating to the term and conditions are to be resolved prior to the proposal submission deadline. If there is a substantial error, the entire bidders list will be notified and the IFB change will be posted on the Contract Reporter, as well as e-mail replies to all bidders. OPWDD shall make IFB modifications, provided that such modification would not materially benefit or disadvantage any particular bidder.

C. OPWDD Rights

- (1) OPWDD reserves the right to use any and all ideas presented in any response to the IFB. Selection or rejection of any proposal does not affect this right. OPWDD shall also have unlimited rights to disclose or duplicate, for any purpose whatsoever, all information or other work product developed, derived, documented or furnished by the Bidder under any agreement resulting from this IFB.
- (2) In the event of contract award, all documentation produced as part of the contract will become the exclusive property of OPWDD. OPWDD reserves a royalty free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use such documentation and to authorize others to do so.
- (3) OPWDD reserves the right to:
 - a. Reject any or all proposals received in response to this IFB (Invitation for Bid);
 - b. Withdraw the IFB at any time, at the agency's sole discretion;
 - c. Make an award under the IFB in whole or in part;
 - d. Disqualify any Bidder whose conduct or proposal fails to conform to the requirements of this IFB. Selection may also include such issues as past performance;
 - e. Seek clarifications and revisions of proposals;
 - f. Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to

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- the agency's request for clarifying information in the course of evaluation and/or selection under the IFB;
- g. Bidders are cautioned to verify their Bids before submission, as amendments to Bids or requests for withdrawal of Bids received by the Commissioner after the time specified for the Bid opening, may not be considered;
 - h. *Prior to the bid opening*, amend the IFB specifications to correct errors or oversights, or to supply additional information, as it becomes available;
 - i. *Prior to the bid opening*, direct bidders to submit proposal modifications addressing subsequent IFB amendments;
 - j. Change any of the scheduled dates, including start dates, stated herein upon notice to the Bidders;
 - k. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
 - l. Waive any requirements that are not material;
 - m. Negotiate with the successful bidder within the scope of the IFB in the best interests of the state;
 - n. Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
 - o. Utilize any and all ideas submitted in the proposals received;
 - p. Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 60 days from the bid opening; and,
 - q. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidders proposal and/or to determine a bidders compliance with the requirements of the solicitation.

D. Incurred Costs

The State of New York shall not be liable for any costs incurred by a Bidder in the preparation and production of a proposal. Any work performed prior to the issuance of a fully executed contract or delivery of an order by OPWDD to the Contractor will be done only to the degree the Contractor voluntarily assumes the risk of nonpayment.

E. Content of Proposals

To be considered responsive, a Bidder should submit complete proposals that satisfy all the requirements stated in this IFB. Proposals that do not include the listed required forms may be rejected as nonconforming.

F. Period of Validity

Each Bidder's Proposal must include a statement as to the period during which the provisions of the proposal will remain valid. All elements of the bid and proposal shall remain in effect for a minimum of 180 days.

G. Notice of Award, Debriefing and Bid Protests

- (1) The successful Bidder or its agent shall not make any news releases or any other disclosure relating to this contract award without the explicit approval of OPWDD.

- (2) OPWDD will notify all unsuccessful Bidders, at or about the time of bid award, of the fact that their proposals were not selected. Each unsuccessful Bidder may at that time request a debriefing by OPWDD as to why its proposal was not selected. The scope of such debriefings will ordinarily be limited to the strengths and weaknesses of the individual Bidder's proposal unless the contracts resulting from this procurement have been approved by OSC.
- (3) Bidders wishing to file protest of the awarding of a bid(s) must notify OPWDD, in writing, of their intent to protest the award within ten (10) working days of their receipt of notice of non-award. The protest should identify the name and number of the IFB and the award date; indicate the bidder's interpretation as to why they feel they were denied the award (i.e., summarize the deficiencies identified during the debriefing) and state their justification for the bid protest. Bid protests must be mailed to NYS OPWDD, Contract Management Unit, 44 Holland Avenue, 3rd Floor, Albany, New York 12229-0001.

H. Public Information Requirements / Confidentiality / Publication Rights

- (1) All the proposals upon submission will become the property of OPWDD. Materials / documents produced by the Contractor in the fulfillment of its obligations under contract with OPWDD become the property of OPWDD unless prior arrangements have been made with respect to specific documents.
- (2) OPWDD will have the right to disclose all or any part of a proposal to public inspection based on its determination of what disclosure will serve the public interest. Upon approval of the contract by OSC, all terms of the contract become available to the public.
- (3) Prospective Bidders are further advised that, except for trade secrets and certain personnel information (both of which OPWDD has reserved the right to disclose), all parts of proposals must ultimately be disclosed to those members of the general public making inquiry under the New York State Freedom of Information Law (NYS Public Officers Law article 6) although proposal contents cannot ordinarily be disclosed by OPWDD prior to bid award.
 - a. Should a Bidder wish to request exception from public access to information contained in its proposal, the Bidder must specifically identify the information and explain in detail why public access to the information would be harmful to the Bidder. Use of generic trade secret legends encompassing substantial portions of the proposal or simple assertions of trade secret interest without substantive explanation of the basis therefore will be regarded as non-responsive requests for exception from public access will not be considered by OPWDD in the event of a Freedom of Information request for proposal information is received
- (4) The bidder and OPWDD agree that all communications, until the effective date of the contract, shall be made in confidence, shall be used only for purposes of the contract, and that no information shall be disclosed by the recipient party except as required by Federal or State law.

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- (5) The bidder shall treat all information, in particular information relating to OPWDD service recipients and providers, obtained by it through its performance under contract, as confidential information, to the extent that confidential treatment is provided under New York State and Federal law, and shall not use any information so obtained in any manner except as necessary to the proper discharge of its obligations and securement of its rights hereunder. Bidder is responsible for informing its employees of the confidentiality requirements of this agreement.
- (6) The Contractor may not utilize any information obtained via interaction with OPWDD in any public medium (media-radio, television), (electronic-internet), (print-newspaper, policy paper, journal/ periodical, book, etc.) or public speaking engagement without the official prior approval of OPWDD Senior Management. Contractors bear the responsibility to uphold these standards rigidly and to require compliance by their employees and subcontractors. Requests for exemption to this policy shall be made in writing, at least 14 days in advance, to OPWDD Contract Management Unit, 44 Holland Avenue (3rd Floor), Albany, New York 12229.
- (7) The Contractor agrees that no brochure, news/media/press release, public announcement, memorandum, or other information of any kind regarding the Contract shall be disseminated in any way to the public, nor shall any presentation be given regarding the Contract without the prior written approval of the OPWDD, which written approval shall not be unreasonably withheld or delayed provided, however, that Contractor shall be authorized to provide copies of the Contract and answer any questions relating thereto to any State or federal regulators or, in connection with its financial activities, to financial institutions for any private or public offering.

I. Affirmative Action

- (1) OPWDD is in full accord with the aims and effort of the State of New York to promote equal opportunity for all persons and to promote equality of economic opportunity for minority group members and women who own business enterprises, and to ensure there are no barriers, through active programs, that unreasonably impair access by Minority and Women-Owned Business Enterprises (M/WBE) to State contracting opportunities. OPWDD encourages business that are minority or woman owned, to become certified with Empire State Development.
- (2) Prospective Bidders to this IFB are subject to the provisions of Executive Law article 15-A and regulations issued there under.
- (3) Any contract in the amount of \$25,000 or more which is awarded as a result of this IFB will be subject to all applicable State and Federal regulations, laws, executive orders and policies regarding affirmative action and equal employment opportunities.
- (4) All awardees are required to comply with OPWDD's Minority and Woman-Owned Business Enterprises (M/WBE) policy. For details on requirements and procedures, including documentation required for this solicitation, please refer to the Appendix A-Supplement.

J. Prime Contractor's Responsibility

In the event the selected Bidder's proposal includes services provided by another firm, it shall be mandatory for the selected Bidder to assume full responsibility for the delivery for such items offered in the proposal. In any event, OPWDD will contract only with a Bidder, not the Bidder's financing institution or subcontractors. OPWDD reserves the right to review and approve all potential subcontractors. For subcontracts valued at \$100,000 and over, the subcontractors must demonstrate financial integrity and stability. In these instances, the subcontractor must complete and execute a Vendor Responsibility Questionnaire. OPWDD shall consider the selected Bidder to be the sole responsible contact with regard to all provisions of the contract resulting from this IFB.

K. Public Officer's Law Requirements

All Bidders and their employees must be aware of and comply with the requirements of the New York State Public Officers Law, and all other appropriate provisions of New York State Law and all resultant codes, rules and regulations from State laws establishing the standards for business and professional activities of State employees and governing the conduct of employees of firms, associations and corporations in business with the State, and for applicable Federal laws and regulations of similar intent. In signing the proposal, each Bidder guarantees knowledge and full compliance with those provisions for any dealings, transactions, sales, contracts, services, offers, relationships, etc. involving the State and/or State employees. Failure to comply with those provisions may result in disqualification from the bidding process and in other civil or criminal proceedings as may be required or permitted by law. Public Officers' Law § 73 bars former State officers and employees from appearing, practicing, or rendering any services for compensation in relation to any matter before their former State agency for a period of two years from their date of termination. Additionally, there is a permanent bar against any such activity before any state agency in relation to any case, application, proceeding or transaction with which such officer or employee was directly concerned and personally participated or which was under his/her active consideration.

L. Omnibus Procurement Act

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors, and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from the Department of Economic Development, Division for Small Business, Albany, New York 12245, Tel. 518.292.5100, Fax: 518.292.5884, email: opa@esd.ny.gov.

A directory of certified minority and women-owned business enterprises is available from the NYS Department of Economic Development, Minority and Women's Business Development Division, 633 Third Avenue, New York, New York 10017, Tel. 212.803.2414, email: mwbcertification@esd.ny.gov
website: <http://esd.ny.gov/MWBE/directorySearch.html>

M. Contract Execution

Awards are not final and the resultant contract is not considered executed and binding until approved by the New York State's Attorney General and Office of State Comptroller (OSC).

N. Vendor Responsibility Questionnaire

State agencies are required under State Finance Law § 163 (3) (a) (ii), to ensure that contracts are awarded to responsible vendors. Such requirements include, but are not limited to, the Bidder's qualifications, financial stability, and integrity. The Vendor Responsibility Questionnaire is required for contracts \$100,000 and over. OPWDD will require a complete Vendor Responsibility Questionnaire with your bid proposal if the contract resulting from this procurement is valued at \$100,000 and over. Vendors/not-for-profit provider agencies are able to file the Vendor Responsibility Questionnaire (VRQ) online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the www.osc.state.ny.us/vendrep.

O. Health Information Portability and Accountability Act (HIPAA)

The Federal Department of Health and Human Services (HHS) established HIPAA Standards for Privacy of Individually Identifiable Health Information (The Privacy Rule). The Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164) provides the first comprehensive federal protection for the privacy of health information. The Privacy Rule is carefully balanced to provide strong privacy protections that do not interfere with patient access to, or the quality of, health care delivery. HIPAA has an impact upon how OPWDD and contractors will deal with protected health information of our consumers. Likewise, State Mental Hygiene Law § 33.13 requires disclosure of clinical records to be limited to that information necessary for health care providers to administer treatment.

P. General Duties and Additional Responsibilities

Maintain a level of cooperation with OPWDD necessary for the proper performance of all contractual responsibilities. Agree that no aspect of bidder performance under the Agreement will be contingent upon State personnel, or the availability of State resources, with the exception of all proposed actions of the bidder specifically identified in the Agreement as requiring OPWDD's approval, policy decisions, policy approvals, exceptions stated in the Agreement or the normal cooperation which can be expected in such a contractual relationship or the equipment agreed to by OPWDD as available for the project completion. Cooperate fully with any other contractor that may be engaged by OPWDD. Agree to meet periodically with OPWDD representatives to resolve issues and problems. Recognize and agree that any and all work performed outside the scope of the Agreement or without consent of OPWDD shall be deemed by OPWDD to be gratuitous and not subject to charge by the bidder.

Q. NYS Information Security Breach and Notification Act (NYS Technology Law, § 208)

"Contractor shall comply with the provisions of New York State Information Security Breach and Notification Act (General Business Law § 889-aa; State Technology Law § 208).

Contractor's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Contractor's agents, officers, employees, or subcontractors."

The "New York State Information Security Breach and Notification Act" requires entities that conduct business with New York State and own or license "private" data to notify state residents affected by any security breach that results in unauthorized acquisition of the data. "Private" data is defined as unencrypted computerized information that can identify the individual, combined with one of the following data elements: (a) social security number, (b) driver's license or non-driver identification number" or (c) financial account information such as credit card or debit cards numbers in combination with access codes or PIN numbers. (Private data is considered unencrypted when either identifying information or the data element is not encrypted or is encrypted with a key that has been acquired).

The Act authorizes the State Attorney General to sue a business violating the statute in order to recover damages for actual costs or losses, including consequential financial losses incurred by persons entitled to notification. If a business engages in knowing or reckless violations, the court can impose a civil penalty of the greater of \$5,000 or \$10 per instance of failed notification up to \$150,000. The remedies provided by this section shall be addition to any lawful remedy available, possibly permitting private actions.

R. Nondiscrimination in Employment in Northern Ireland: MacBride Fair Employment Principles

In accordance with State Finance Law § 165, the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership in the bidder interest has no business operations in Northern Ireland. If the bidder or any of its aforementioned affiliations has business operations in Northern Ireland, then they shall take lawful steps in good faith to conduct any business operations that it has in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of their compliance with such Principles.

S. Bidder's Certification of Compliance with State Finance Law § 139-k (5)

In accordance with New York State Finance Law § 139-k (5), the bidder, by submission of this bid, certifies that they are subject to the provisions of State Finance Law §§ 139-k and 139-j and all information provided to OPWDD with respect to State Finance Law § 139-k is complete, true, and accurate.

T. Bidder's Affirmation of Understanding and Agreement pursuant to State Finance Law § 139-j (3) and § 139-j (6)(b)

The bidder, by submission of this bid, certifies that it understands and agrees to comply with the procedures of OPWDD as it relates to permissible contracts as required by State Finance Law 139-j (3) and 139-j (6)(b).

U. Bidder Disclosure of Prior Non-Responsibility Determinations

New York State Finance Law § 139-k (2) obligates the Office for People With Developmental Disabilities (OPWDD) to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law § 139-k, bidders must disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law § 139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. State Finance Law § 139-j sets forth detailed requirements about the restrictions on contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible contact during the restricted period (e.g., contacting a person or entity other than the designated contact person(s), when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law § 139-k (3) mandates consideration of whether a bidder fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any bidder that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the bidder is necessary to protect public property or public health safety, and that the bidder is the only source capable of supplying the required Article of Procurement within the necessary timeframe.

The bidder, by submission of its bid certifies that no government entity has made a finding of non-responsibility regarding the individual or entity seeking to enter into this procurement contract. If the individual or entity has had a finding of non-responsibility due to a violation of State Finance Law 139-j or due to the intentional provision of false or incomplete information submitted to a government entity, then the said individual or entity must provide a detailed statement regarding the finding.

Additionally, the bidder by submission of its bid certifies that no government entity has ever terminated or withheld a procurement contract from the individual or entity seeking to enter into this procurement contract due to the intentional provision of false or incomplete information. If the individual or entity has been terminated or withheld from a procurement contract, then said individual or entity must provide a detailed statement regarding the finding.

V. Non-Collusive Bidding Certification

In accordance with State Finance Law § 139-d, the bidder by submission of this bid certifies that they and each person signing on behalf of the bidder certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this proposal have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition,

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as to any matter relating to such prices with any other bidder or with any competitor, and

2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

W. Public Officers Law Certification

In accordance with Public Officers Law § 73(4)(a)(i) no State employees shall sell any goods or services having a value in excess of twenty-five dollars to any State agency, unless such goods and services are provided pursuant to an award or contract letter after public notice and competitive bidding.

By submission of this bid, the bidder certifies that no employee, owner or individual otherwise associated with the bidder was ever a New York State officer or employee, or if they were ever or currently a New York State officer or employee, their organization pursued and awarded this contract through a competitive bidding process in compliance with the Public Officers Law 73(4)(a)(i).

Public Officers Law § 73(8)(a)(i) provides that no person who has served as a State officer or employee shall, within a period of two years after termination of such service or employment, appear or practice before such State agency or receive compensation for any services rendered by such former officer or employee on behalf of any person, firm, corporation, or association in relation to any case, proceeding, or application or other matter before such agency.

By submission of this bid, the bidder certifies that no employee, owner or individual otherwise associated with the bidder was ever a New York State officer or employee, or they are formerly a New York State officer or employee and any past employment with the State occurred prior to the two-year prohibition period and as a result their organization is in compliance with the Public Officers Law (8)(a)(i).

X. Bidder's Affirmation of Understanding Pursuant to State Labor Law § 201-g

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at a minimum, meet the requirements of Labor Law § 201-g.

15. Consumer Safety Information

OPWDD provides services to individuals exhibiting Pica, which is a medical disorder characterized by an appetite for largely non-nutritive substances, e.g., cigarette butts, paper, gum, etc. Attention to the sanitation and cleanliness of the areas surrounding OPWDD's state operated program sites and residential buildings is very important to the health and safety of those we serve. Please ensure care is taken to properly dispose of cigarette butts and rubbish while on OPWDD property.

OPWDD property has special receptacles for cigarette butt disposal. Contractor and subcontractor employees shall use these receptacles and throw trash in garbage cans or dumpsters. Compliance with this policy is appreciated.

16. Consultant Disclosure

Effective June 19, 2006, contractors doing business with the State of New York in a "consulting" capacity will be required to file forms disclosing, by employment category, the number of persons employed by them and their subcontractors (if any) as a consulting firm or an individual consultant; the number of hours worked; and the monetary compensation received from the State of New York for work performed by these employees. Reporting will be required via the utilization of two separate forms – "Form A" and "Form B".

In general, however, Form A is to be completed once upon initial contract award and is used to report "planned employment". Form B is required annually and reports on "actual employment figures" for the preceding state fiscal year. The New York State fiscal year commences on April 1st and concludes on March 31st.

17. Evaluation Criteria: Method of Award

Hudson Valley NY DDSOO operates multiple sites in Orange, Rockland and Westchester Counties. For the purpose of organizing this IFB, four clusters of sites requiring service were grouped geographically. Orange County was divided into two clusters, Orange SW and Orange NE. Rockland and Westchester Counties are each their own cluster. Awards will be made by cluster. A bidder may bid on one or multiple clusters and multiple contracts may be awarded. A bidder may be awarded one or more clusters. All sites included in a cluster are to be serviced by the winning bidder.

OPWDD will select the responsible and responsive bidder(s) that will provide the lowest Total Annual Estimated Combined Cost per Cluster calculated by adding the sum of (A) Total Annual Inspection, Start-Up, and Preventative Maintenance Cost with (B) Total Annual Estimated Labor Cost for Repair and (C) Total Annual Estimated Parts with Mark Up. In the event of mathematical errors, calculations will be done using given Annual Inspection, Start-Up and Preventative Maintenance Costs, Labor Rates per Hour and Parts Mark-Up percentage.

Mark-up on parts is not to exceed 20%. In the event that a mark-up percentage exceeds 20% on a Cost Proposal form, the percentage will be reduced to 20% and the Total Annual Estimated Combined Cost per Cluster will be recalculated. Normal working hours are Monday – Friday 7:30

am to 4:00 pm. Off labor hours are Monday – Friday 4:01 pm to 7:29 am and all day Saturday and Sunday. Recognized holidays are detailed in the Scope of Work for this procurement.

Labor Hours needed and Parts Costs listed for each cluster are based on estimates. There is no guarantee as to a minimum of labor hours or replacement parts. Payment will be made based on actual services rendered.

Only proposals judged to be responsive to the submission requirements set forth in this IFB will be evaluated.

Alterations to the Cost Proposal Form may result in disqualification. OPWDD reserves the right to reject any and all offers.

In the event of a tie bid, the award will be made by random selection.

Qualifications & Scope of Work

Heating (Furnace, Boiler, and Water Heater) and Air Conditioning Inspections, Start Up, and/or Maintenance Service

Statement of Work

The Contractor shall provide Heating and Air Conditioning Inspections, Start Up, and/or Maintenance and Repair Service to each of the community sites operated by the Hudson Valley DDSOO as listed in Exhibit A of this document.

Upon award of contract, Contractor will have 60 days to schedule and complete all annual service inspections

ALL ANNUAL SPRING AIR CONDITIONING SERVICE INSPECTIONS MUST BE COMPLETED BY MAY 15th OF EACH YEAR, FOLLOWING INITIAL CONTRACT AWARD YEAR.

ALL ANNUAL FALL HEATING AND WATER HEATER SERVICE INSPECTIONS MUST BE COMPLETED BY SEPTEMBER 30th OF EACH YEAR, FOLLOWING INITIAL CONTRACT AWARD YEAR.

With the exception of the first inspection, Annual Service Inspections of air conditioning systems are to be performed between April 1st and May 15th and Annual Service Inspections of heating systems and water heaters are to be performed between August 1st and September 30th of each contract year. The Contractor must schedule a visit for annual service inspections & start up with each House Manager (HM), prior to service to ensure access to the residence.

A schedule of annual service inspections must be submitted in writing to the Plant Superintendent at the beginning of the contract. Prior to each season the contractor must meet with the Plant Superintendent to go over the upcoming schedule and contract. The day of the service visit must have appropriate temperatures to enable service provision.

Contractor shall utilize preventive maintenance directions, which indicate task functions to be performed on each scheduled service call.

As work is due, the Contractor shall issue to his mechanic on the job the necessary and appropriate recommended maintenance procedures and a listing of any special lubricants, tools, etc., which are required for proper maintenance of the apparatus concerned.

All miscellaneous materials and supplies necessary to provide preventative maintenance (PM) shall be supplied by the Service Company and shall be included in the cost of the service program (lubricants, belts, tools, test instruments, meters, filters, etc.)

Broken parts are to be turned over to the DDSOO.

During the course of the service program, the Contractor shall advise and assist in the determination of improvements to the mechanical system that shall conserve energy and minimize utility expenditures.

Qualifications of Service Technicians

Contractor's personnel performing contract work in OPWDD facilities shall include at least one journeyman level supervisory technician and additional personnel as necessary to perform the required work.

Detailed Specifications

I. Servicing of Equipment – General:

- A. Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
- B. Complete cleaning of units and removal of dirt, debris, droppings, etc. in and around units.
- C. Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- D. Securing of loose conduits.
- E. Reattachment of missing sheet metal covers on units.
- F. Replacement of electrical conduit box and motor box covers and lids.
- G. Reattaching all ground wiring.
- H. Lubricate all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
- I. Start/run systems and equipment. Check overall performance.
- J. Adjust all linkage, motors, drives, etc. that have drifted from the initial design settings and positions.
- K. Calibrate all sensing, monitoring, output, safety, and read-out devices for proper ranges, settings and optimum efficiencies.
- L. Check output temperatures making any adjustments necessary to maintain appropriately balanced systems. Check internal pressures if performance deficiencies are detected.
- M. Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.
- N. Cleaning of Coils: The standard for cleanliness for an acceptable coil is that the coil surface must be fully void of dirt and debris, and light must pass through the coil fins. Upon completion of the cleaning of the coils, the contractor shall submit a signed worksheet denoting the coils that were cleaned, the pre-cleaned condition of the coils and an estimate of when the coils might require cleaning again.
- O. Exercise all heating cooling and domestic hot water system valves by fully opening and closing each valve on a regular schedule two times per year.
- P. Clean and maintain all HVAC vents and fresh air intakes as necessary to keep them in good operating condition.

II. Ducted Air Handling System(s):

- A. Ensure duct systems are free of obstructions and are capable of performing the required function. Work includes, but is not necessarily limited to the following:
 - 1. Inspect all ductwork for loose or missing insulation, where necessary, repair and/or replace. When this is discovered, contact the DDSOO Work Control office for approval of work outside contract amount.
 - 2. Inspect all ductwork for loose duct tape or access panels (that would allow air leakage); repair or replace as needed.
- B. Clean all blowers, air pumps and accessories to provide for optimal airflow.
- C. Inspect and replace air filters. Ensure all air filters are clean and spares are available on site.
 - 1. Filter Type: As required by manufacturer.
 - 2. Filter Size(s): As required for each air handler.
 - 3. Filter Rating: MERV 13, minimum or maximum rating allowable by air handler manufacturer.
 - 4. Spare Filter Quantity: Provide twelve (12) as a set for each air handler.
- D. Vacuum out all supply and return diffusers. Where cold/heat air boxes exist, remove grills and vacuum out boxes.
- E. Remove grills and vacuum all supply air registers.
- F. Check operation of supply, return and exhaust fans making any adjustments and performing any lubrication and/or fan belt adjustment or replacement, if applicable.
- G. Check proper operation of outside/return air mixing dampers and associated controls and wiring.
- H. Check and lubricate blower motors and cages for proper operation.
- I. Clean blower cages.
- J. Clean heating and cooling coils (2x per year) with EPA approved, non-corrosive coil cleaner.
- K. Check integrity of drain pan. Provide and place biocide tablets in same.
- L. Test run unit for proper operation.
- M. Check air supply output at each grill, ensuring adequate air flow to the space. Note any issues on service report and contact the Plant Superintendent.
- N. Check operation of volume dampers, balance system as necessary.
- O. Check condensate drain and pump for proper operation, clean if necessary. Provide biocide tablets and place in condensate pans.
- P. Check operation of thermostat fan switch and all interfaced control systems for proper fan operation.

III. Condensing Unit(s):

- A. Check and inspect all electrical circuits and controls for proper operations.
- B. Inspect and clean heat exchangers.
- C. Check and ensure proper refrigerant charge. Replace or recharge as needed.
- D. Clean condenser and check operation of condenser fan.
- E. Clean coil with EPA approved, non-corrosive coil cleaner.

- F. Check condition of expansion valve, if applicable.
- G. Check operation of crankcase heaters, if applicable.
- H. Connect gauges and check operating pressures.
- I. Record liquid line and suction line pressures
- J. Check for signs of refrigerant leaks
- K. Check all motor amperage draws
- L. Record temperature differential across evaporator coil
- M. Check evaporator suction line temperature
- N. Lubricate moving parts as applicable
- O. Check belts and adjust tension, if needed
- P. Check pressure cut-out settings
- Q. Check start capacitors and potential relays, if applicable
- R. Check compressor contactor

IV. Ductless Split-System Air Handling Units and Air-Cooled Condensers (AC and AC/Heat Pump Types):

- A. Complete manufacturers' maintenance checklists
- B. Inspect, repair, or replace all mechanical, electrical and electronic components, safety and control devices, interlocks, belts, bearings, gauges, gaskets, dryers, valves, and strainers as applicable.
- C. Recharge refrigerant as needed.
- D. Clean all renewable filters or replace if damaged. Replace disposable air filters.
- E. Clean condensate drip pan and drain line.
- F. Check compressor, reversing valve and crank case heater operation.
- G. Check unit defrost and heat cycles for proper operation (winter only).
- H. Check unit-cooling cycle for proper operation (summer cycle).
- I. Check refrigerant levels, temperature and pressures. Recharge or replace refrigerant as necessary.
- J. Inspect and clean both indoor and outdoor coils.
- K. Test run all units for proper operation.

V. Roof Top HVAC Units:

- A. Annual preventive maintenance – one (1) time per year
 - 1. Inspect, calibrate, test, repair or replace all mechanical, electrical and electronic components, safety and control devices and interlocks, gauge, gaskets, dryers, oil heaters, valves and strainers, and control panel.
 - 2. Check general operating condition.
 - 3. Test for leaks using leak detector.
 - 4. Check capacity control components.
 - 5. Check condensate components.
 - 6. Check condenser fans.
 - 7. Check crankcase heaters.
 - 8. Check temperature differentials
 - 9. Check dryer components.

10. Check economizer.
 11. Check fan rotations.
 12. Check belts condition.
 13. Check heat exchangers.
 14. Record compressors' and blowers' motors voltage and amperage.
 15. Record compressor oil pressure.
 16. Record compressor suction and discharge pressures.
 17. Refill refrigerant as necessary.
 18. Check oil acidity.
 19. Check superheat temperature.
 20. Pressure wash evaporator coils.
 21. Pressure wash air cooled condensers.
 22. Clean drain pans. Provide and place biocide tablets in same
 23. Replace oil and oil filters.
 24. Replace filters with pleated type air filters.
- B. Quarterly Preventive Maintenance – four (4) times per year
1. Check general operating condition.
 2. Replace with pleated air filters.
 3. Calibrate and adjust operating controls to manufacturer's specifications.
 4. Pressure wash condensers and evaporators coils as necessary.
 5. Check for leaks.
 6. Check motor voltage and amperage.
 7. Check superheat temperatures.
 8. Check belt condition.

VI. Furnace Inspections and Start Up Service:

- A. Check and inspect all electrical circuits and thermostats for proper operations.
- B. Inspect and clean heat exchanger.
- C. Check and inspect spark igniter system for proper operations.
- D. Inspect and replace air filters. Ensure all air filters are clean and spares are available on site.
 1. Filter Type: As required by manufacturer.
 2. Filter Size(s): As required for each air handler.
 3. Filter Rating: MERV 13, min. or maximum rating allowable by air handler manufacturer.
 4. Spare Filter Quantity: Provide twelve (12) as a set for each air handler.
- E. Check gas valve for proper operation.
- F. Inspect and clean pilot burner.
- G. Check and lubricate blower motor and spiral cage for proper operation.
- H. Test run unit for proper operation.
- I. Test all safety circuits for proper operation.
- J. Clean spiral cage on blower.
- K. Clean and inspect barometric damper and flue piping.
- L. Combustion efficiency, smoke and CO2 test unit.

- M. Check and inspect humidifier for proper operation, including but not limited to verifying associated controls and accessories, changing filter media, and switching bypass dampers.

VII. Boiler Inspections and Start Up Service:

- A. Inspect combustion chamber and clean.
- B. Test all safety circuits for proper operations and functions.
- C. Check gas valve for proper operation and pressure.
- D. Inspect and clean pilot and burner, adjust as required.
- E. Inspect expansion tank and circulators for proper operations.
- F. Clean and inspect barometric damper and flue piping.
- G. Check and test all thermostats for proper calibration and operations.
- H. Ensure all boiler passages are brushed, cleaned and vacuumed.
- I. Check and inspect circulating pumps, zone valves and controls for proper operation.
- J. **Additional service required for oil-fired boiler and furnace:**
 - 1. Clean and adjust electrodes.
 - 2. Clean and inspect burner assembly.
 - 3. Lubricate burner motor.
 - 4. Install new oil nozzle.
 - 5. Install new oil filter.
 - 6. Inspect fire-matic valves for proper operation.
 - 7. Inspect oil storage tank and vent for proper condition.
 - 8. Test run unit and check all pressures for proper operations.
 - 9. Combustion efficiency, smoke and CO2 test unit.
 - 10. Ensure all boiler passages are brushed, cleaned and vacuumed.

VIII. Hot Water Heater Inspections and Maintenance:

- A. **Oil - Hot Water Heaters:**
 - 1. Replace oil nozzle, oil filter, and pump strainer
 - 2. Remove vent pipe, clean flue, and vent passages
 - 3. Remove burner and vacuum out combustion chamber.
 - 4. Clean and dust electrodes; reset as needed.
 - 5. Adjust burners to proper efficiency.
 - 6. Test all safeties and limits.
 - 7. Cycle burner to test unit.
 - 8. Manually flush hot water tanks (through boiler drain).
 - 9. Check hot water safety solenoid and aquastat.
 - 10. Check and inspect recirculation pumps and mixing valves for proper operation.
- B. **Gas - Hot Water Heaters:**
 - 1. Remove gas burner and vacuum out chamber and clean pilot
 - 2. Remove and clean vent pipe and inspect passage.
 - 3. Change thermo-couple if applicable.
 - 4. Check all safeties.
 - 5. Test run unit.

6. Manually flush hot water tanks (through boiler drain).
 7. Check hot water safety solenoid and aquastat.
 8. Check and inspect recirculation pumps and mixing valves for proper operation.
- C. **Electric – Hot Water Heaters**
1. Inspect and clean heating element if necessary
 2. Test the thermostats
 3. Check all safeties.
 4. Test run unit.
 5. Manually flush hot water tanks (through boiler drain).
 6. Check hot water safety solenoid and aquastat.
 7. Check and inspect recirculation pumps and mixing valves for proper operation.
- IX. **Reports:**
- A. Generate and submit an Inspection, Start Up and/or Maintenance Service Report noting that the inspection and maintenance were completed for each unit of all systems.
 1. The report must indicate the system’s manufacturer and the model and/or serial number of the unit(s) serviced and record combustion efficiency test results.
 - B. Leave a copy of the report at the facility and provide a copy to the Work Control Center **WITHIN 48 HOURS** to the following fax: **(845) 947-6263** or via email to HVDDSO.Maintenance@opwdd.ny.gov
- X. **Miscellaneous Repair Service:**
- A. Authorization to repair or replace systems or components over \$1,000 must be authorized by the Work Control Center Plant Superintendent or designee.
 - B. If an emergency repair is needed, the technician is to contact the Work Control Center Plant Superintendent or designee. Emergency repairs may be authorized by phone.
 - C. Notification & cost estimate of needed non-emergency repairs beyond the inspection and maintenance must be faxed to the Work Control Center Plant Superintendent or designee at (845) 947-6263 or via email to HVDDSO.Maintenance@opwdd.ny.gov within 24 hours for approval before making additional repairs.
 - D. All parts and materials needed for repair will be supplied by the contractor.
 - E. Prevailing Wage Rate applicability: Prevailing Wage will apply to all repairs, replacements, and modifications provided. Inspections, start-up, and winterization services are not covered by Article 8 of the New York State Labor Law.
- XI. **Working Hours:**
- A. The maintenance work to be performed under these specifications shall be performed during the normal working hours of 7:30 am to 4:00pm, Monday to Friday.
 - B. All repair work is to be performed during normal working hours unless specifically authorized in writing by the DDSOO.
 - C. Off Labor hours are Monday through Friday, 4:01 pm – 7:29 am and all-day Saturday and Sunday.
 - D. Holiday Labor hours are on the calendar Holiday, not necessarily the observed day. Recognized Holidays are:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

XII. Requests for and Approval of Work, and Verification of Hours:

- A. Requests for work and approval of work performed shall only originate from the DDSOO Work Control Office. House managers and staff are not authorized to request or approve the Contractor's services. The Contractor's work on-site in response to unauthorized requests are not payable unless subsequently approved by Work Control. The signing of Contractor's work ticket by other than Work Control personnel shall only constitute an acknowledgment that Contractor has performed the services listed on the ticket and shall not constitute approval of the same.
- B. In addition to Contractor's obtaining of house manager/staff or Work Control signature on job ticket, Contractor shall sign in on house visitor's log on arrival at the site and sign out on the log upon departure from the site as evidence of time spent on the job. Failure to sign in and out on the house log shall limit payable job site time charges to two hours unless otherwise verifiable to the Work Control Supervisor's satisfaction.

XIII. Call Back Service:

- A. The Contractor shall provide call back service within four (4) hours after receipt of a request for such service by telephone or otherwise from the DDSOO. Call back service shall be performed as part of this contract without additional charge. The Contractor shall provide the Work Control Center Supervisor with names and telephone numbers of persons to be contacted.

XIV. Emergency Service:

- A. The Contractor shall provide emergency service within four (4) hours after receipt of a request for such service by telephone or otherwise from the DDSOO. The DDSOO agrees to pay the Contractor for emergency service repairs at the rate set forth in the Cost Proposal. Travel charges will not be paid. Payment for services shall apply only to the hours of service while at the site and not from the time of departure from the contractor's office to the time of return to the contractor's

office. One billable hour of labor may be charged for any emergency repair/service that takes less than one hour to complete.

- B. In the event the Contractor fails to provide emergency service within the time frames listed above and OPWDD is required to procure services from another vendor, the Contractor may be held liable for any costs over and above the contractual price for the site(s) involved. In such a situation, the additional cost for these services will be billed to the Contractor or payment will be reduced for the additional cost incurred.

XV. Other Information:

- A. The Contractor's employees will adhere to all policies and regulations of the DDSOO, including but not limited to smoking, parking, etc.
- B. The Contractor's employees shall cooperate with House Managers and staff and will comply with the safety and security requirements imposed by the site.

XVI. Accounting:

A. Job Tickets

1. Job Tickets are to be presented to the House Manager upon completion of service. It is advised that the Job Ticket be a three-part form. House Manager or designee will sign Job Tickets to verify Contractor's time spent on site. The following information is to be recorded on each Job Ticket:
- a) The Name of the Site
 - b) The type of service completed
 - c) The date of service
 - d) The Signature of House Manager or designee.
2. One copy of the Job ticket is to remain at the Site serviced. One copy of the signed Job Ticket is to accompany the invoice for services. The signed ticket acts as verification of time on site, a requirement for payment. One copy is for your files.

B. Prevailing Wage

1. Prevailing Wage will apply to all repairs, replacements, and modifications provided under this contract. The PRC number for this contract is PRC#2020011535. A copy of Contractors certified payroll is required to be submitted with invoices, where prevailing wages are applicable, before payment for services rendered. Inspections, start-up, and winterization services are not covered by Article 8 of the New York State Labor Law.

C. Invoices

1. Invoices must indicate Invoice number, PO# OPD01- , Contract number, the name of the site, the date of service and the type of service rendered. An invoice may be submitted for a single site or multiple sites as long as

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each site is itemized on the invoice. All invoices must have a signed Job Ticket attached. Invoices are to be submitted for payment within thirty (30) days of service to:

OPWDD Hudson Valley DDSOO
Unit ID: 3660236
C/O NYS OGS BSC Accounts Payable
Building 5, Fifth Floor
1220 Washington Ave.,
Albany, NY 12226-1900

The State of New York may require the Contractor to submit billing invoices electronically.

eInvoicing information may be found at: <https://bsc.ogs.ny.gov/nys-vendors>

D. Payment

1. Payments will be made based on actual services rendered.
2. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the head of the State Agency, in the sole discretion of the head of such State Agency, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments.

Exhibit A-Site List & Contact Information

Cluster 1 - Rockland County						
#	Facility Name	Address	Town	Zip	County	Phone Number
1	Birch CR	105 Hammond Road	Thiells	10984	Rockland	845-947-1360
2	Brook IRA	370 Willow Grove Rd.	Stony Point	10980	Rockland	845-429-7850
3	Camp Hill Rd. IRA	15 Camp Hill Rd.	Pomona	10970	Rockland	845-354-3242
4	Collins Ave. IRA	22 Collins Ave.	Spring Valley	10977	Rockland	845-426-6040
5	Donaldson IRA	10 Donaldson Ln.	Garnerville	10923	Rockland	845-947-3479
6	Eldorado Dr. IRA	20 Eldorado Dr.	Chestnut Ridge	10977	Rockland	845-356-6803
7	Elm IRA	100 Suffern Ln.	Thiells	10984	Rockland	845-786-3993
8	Freund IRA	34 Freund Dr.	Nanuet	10954	Rockland	845-624-5107
9	Grove IRA	97 Thiells Mt. Ivy Rd.	Thiells	10970	Rockland	845-354-2276, 4261
10	Hempstead Rd. IRA	268 Hempstead Rd.	New Hempstead	10977	Rockland	845-362-4246
11	Jeremy Ln. IRA	5 Jeremy Ln.	West Nyack	10994	Rockland	845-624-4924
12	Laurel/Cherry Cr	103 Hammond Rd.	Thiells	10984	Rockland	845-947-3158
13	Maple ICF	95 Hammond Rd.	Thiells	10984	Rockland	845-429-2742
14	Mount Ivy IRA	1048 Rte. 45	Pomona	10970	Rockland	845-354-8184
15	Mountain IRA	372 Willow Grove Rd.	Stony Point	10980	Rockland	845-947-4014, 6419
16	Northbrook Rd. IRA	25 Northbrook Rd.	Spring Valley	10977	Rockland	845-426-6130
17	Orchard IRA	208 Thiells-Mt. Ivy Rd.	Thiells	10984	Rockland	845-942-2989
18	Pearl River CR	219 S. Main St.	Pearl River	10965	Rockland	845-732-8254
19	Pomona IRA	638 Rte. 306	Suffern	10901	Rockland	845-354-6517
20	Rheinlander IRA	10 Rheinlander Ln.	New City	10956	Rockland	845-639-1687
21	River Rd. IRA	1 River Rd.	Suffern	10901	Rockland	845-368-3430
22	Skerry IRA	1 Skerry Court	Stony Point	10980	Rockland	845-947-2750
23	Smith Hill IRA	10 Smith Hill Rd.	Tallman	10952	Rockland	845-368-4280
24	South Blvd. IRA	223 South Blvd.	So. Nyack	10960	Rockland	845-353-3550
25	South Madison IRA	11 So. Madison	Spring Valley	10977	Rockland	845-352-2030
26	South Nyack CR	77 Smith Ave.	So. Nyack	10960	Rockland	845-353-2691
27	Stoneham Ln. IRA	15 Stoneham Ln.	New City	10956	Rockland	845-362-4490
28	Stony Point CR	12Franklin Dr.	Stony Point	10980	Rockland	845-942-2476
29	Svahn Dr. IRA	339 Svahn Dr.	Valley Cottage	10989	Rockland	845-268-4190
30	Wesley Hills IRA	100 Willow Tree Rd.	Wesley Hills	10952	Rockland	845-362-0338
31	W. Clarkstown Rd. IRA	329 W Clarkstown Rd.	New City	10956	Rockland	845-356-7207
32	Wilder Rd. IRA	82 Wilder Rd.	Suffern	10901	Rockland	845-354-8103
33	Williams Ave. CR	95 Williams Ave.	Spring Valley	10977	Rockland	845-356-6719

Invitation for Bid

Cluster 2 - Orange County SW						
#	Facility Name	Address	Town	Zip	County	Phone Number
1	Belcher Rd. IRA	15 Belcher Rd.	Warwick	10990	Orange	845-987-1359
2	Burnt Corners IRA	29 Burnt Corners Rd.	Greenville	10940	Orange	845-355-2709
3	Chester CR	30 Murray Dr.	Chester	10918	Orange	845-469-4046
4	Clark Ln. IRA	39 Clark Ln.	Harriman	10926	Orange	845-774-7970
5	County Rte. 1 IRA	2570 County Rte. 1	Port Jervis	12771	Orange	845-856-9656
6	DuBois St. IRA	19-21 DuBois St.	Port Jervis	12771	Orange	845-856-4131/4762
7	East Mombasha IRA	1455 E. Mombasha Rd.	Monroe	10950	Orange	845-782-4801/8450
8	Four Corners Rd. IRA	91 Four Corners Rd.	Warwick	10990	Orange	845-987-9525
9	Fox Ln. CR	8 Fox Ln.	Warwick	10990	Orange	845-258-1392/95
10	Grange Rd. IRA	26 Grange Rd.	Otisville	10963	Orange	845-386-2215
11	Greenville IRA	857 Mountain Rd	Port Jervis	12771	Orange	845-856-2288
12	Mid-Hudson I IRA	50A Leonard St.	Middletown	10940	Orange	845-343-3414
13	Mid-Hudson II IRA	50B Leonard St.	Middletown	10940	Orange	845-343-3444
14	Minisink IRA	1511 County Rte. 1	Westtown	10998	Orange	845-726-3911
15	Mulford Rd. IRA	94 Mulford Rd.	Middletown	10940	Orange	845-355-8310
16	Pine Island Pk. IRA	116 Pine Island Tpk.	Warwick	10990	Orange	845-987-2373
17	Reynolds Rd. IRA	6 Reynolds Rd.	Monroe	10950	Orange	845-774-7184
18	Ridgebury Rd. IRA	281 Ridgebury Rd.	Slate Hill	10973	Orange	845-355-8260
19	Tall Oaks I IRA	240 Tall Oaks Dr.	Middletown	10940	Orange	845-342-6573
20	Tall Oaks II IRA	238 Tall Oaks Dr.	Middletown	10940	Orange	845-344-0808
21	Tuxedo IRA	49 Valerie Court	Tuxedo	10987	Orange	845-351-5465
22	Valley View IRA	12 Valley View Dr.	Unionville	10988	Orange	845-726-3720
23	Warwick IRA	148 Old Ridge Rd.	Warwick	10990	Orange	845-986-8480
24	Watkins Ave. DH	233 Watkins Ave.	Middletown	10940	Orange	845-344-0040
25	Waverly Place IRA	45 Waverly Place	Middletown	10940	Orange	845-344-4090
26	Wedgewood Ln. IRA	19 Wedgewood Ln.	Middletown	10940	Orange	845-386-3346

Invitation for Bid

Cluster 3 - Orange County NE						
#	Facility Name	Address	Town	Zip	County	Phone Number
1	Alfred Place IRA	29 Alfred Place	Walden	12586	Orange	845-778-7798
2	Bailey Rd. IRA	405 Bailey Rd.	Montgomery	12549	Orange	845-457-5773
3	Blackhawk N IRA	170 Blackhawk Rd, RR 1,Bx 269B	Pine Bush	12566	Orange	845-744-5733
4	Blackhawk S IRA	170 Blackhawk Rd, RR 1,Bx 269B	Pine Bush	12566	Orange	845-744-5733
5	Bullville IRA	1307 Rte. 302, PO 228	Bullville	10915	Orange	845-361-3038
6	Burrows Dr. CR	4 Burrows Dr.	Highland Mills	10930	Orange	845-928-9776
7	Chadsford Ln. IRA	2 Chadsford Ln.	Newburgh	12550	Orange	845-565-7266
8	Chestnut Dr. IRA	100 Chestnut Dr.	New Windsor	12550	Orange	845-569-8850/3026
9	Cornwall IRA	9(?) Long Hill Rd.	Highland Mills	10930	Orange	845-534-3086
10	Fortune Rd. I ICF	45 Fortune Rd. W.	Middletown	10940	Orange	845-692-3526/27
11	Fortune Rd. II ICF	75 Fortune Rd. W.	Middletown	10940	Orange	845-695-1265/66
12	Goshen IRA	255 Craigville Rd.	Goshen	10924	Orange	845-294-6449
13	Greycourt Rd. IRA	55 Greycourt Rd.	Chester	10918	Orange	845-774-7968
14	Hillcrest IRA	20 Hillcrest Dr.	Salisbury Mills	12577	Orange	845-496-7329/9886
15	Indian Trail CR	107 Indian Trail	Maybrook	12543	Orange	845-427-5082
16	Laurel North IRA	107 Laurel Ave.	Cornwall	12518	Orange	845-534-3732
17	Locust Dr. IRA	9 Locust Dr.	Crawford	12549	Orange	845-361-1114
18	Maplewood Ln. IRA	4 Redwood Ln.	Goshen	10924	Orange	845-469-9713
19	Maybrook ICF	85 Maybrook Rd	Campbell Hall	10916	Orange	845-427-2883
20	Meadow Ave. IRA	22 Meadow Ave.	Chester	10918	Orange	845-469-8674
21	Midland Lakes IRA	580 Midland Lakes Rd.	Middletown	10940	Orange	845-361-2815
22	Orrs Mill Rd IRA	127 Orrs Mills Rd.	Salisbury Mills	12577	Orange	845-496-8332
23	Riley Rd IRA	187 Riley Rd.	New Windsor	12553	Orange	845-567-0710/0834
24	Robbins Rd IRA	241 Robbins Rd.	Otisville	10963	Orange	845-386-4332
25	Robert St IRA	233 Robert St.	Montgomery	12549	Orange	845-457-9069
26	Round Hill Rd IRA	11 Round Hill Rd.	Washingtonville	10914	Orange	845-497-3593/3594
27	Silver Lakes IRA	533-35 Silver Lake-Scotchtown Rd	Middletown	10940	Orange	845-692-8226
28	Smith Clove IRA	3 Bailey Ln.	Central Valley	10917	Orange	845-928-7216
29	South & Wilson CR	4 Bennett St.	Newburgh	12550	Orange	845-565-1908/1961
30	South St. IRA	655 South St.	Newburgh	12550	Orange	845-569-1034/0722
31	Union Ave. IRA	1484 Rte. 300	Newburgh	12550	Orange	845-566-1845/1766
32	Vails Gate IRA	162-64 Vails Gate Heights Rd.	New Windsor	12553	Orange	845-565-7424/0331

Invitation for Bid

Cluster 4 - Westchester County

#	Facility Name	Address	Town	Zip	County	Phone Number
1	Adams ICF	264e Bryant Ave.	White Plains	10605	Westchester	914-948-2404
2	Briarcliff IRA	510 Route 9	Briarcliff Manor	10510	Westchester	914-762-3233
3	Burns IRA	7 Burns St.	Hartsdale	10530	Westchester	914-328-2287
4	Campanella IRA	4 Fair St.	Greenburgh	10607	Westchester	914-428-9258
5	Colorado IRA	12 Colorado Ave.	Greenburgh	10607	Westchester	914-761-1060
6	Croton IRA	455 Croton Ave.	Cortland Manor	10567	Westchester	914-739-3290
7	Davis IRA	53 Davis Ave.	White Plains	10605	Westchester	914-288-0369
8	Dobbs Ferry ICF	150 Beacon Hill Dr.	Dobbs Ferry	10522	Westchester	914-693-3003
9	Echo Lake IRA	90 Saw Mill River Rd.	Briarcliff Manor	10510	Westchester	914-941-8488
10	Farrington IRA	258 Farrington Ave.	Tarrytown	10591	Westchester	914-332-0874
11	Gomer IRA	3492 Gomer St.	Yorktown Hts	10598	Westchester	914-245-3627
12	Hawthorne E. ICF	60 Chateau Ln.	Hawthorne	10532	Westchester	914-747-2712
13	Hawthorne W. ICF	60 Chateau Ln.	Hawthorne	10532	Westchester	914-747-2712
14	Hudson IRA	47 Narragansett Ave.	Ossining	10562	Westchester	914-923-0601,2
15	Jefferson ICF	266C Bryant Ave.	White Plains	10605	Westchester	914-948-4444,4511
16	King Street IRA	562 King St.	Port Chester	10573	Westchester	914-937-5310
17	Lewisboro ICF	8 Waccabuc Rd.	Goldens Bridge	10526	Westchester	914-232-0944
18	Lower Stoney IRA	2745 Stoney St.	Mohegan Lake	10547	Westchester	914-962-0275
19	McKeel CR	25 McKeel Ave.	Tarrytown	10591	Westchester	914-332-1081
20	Moran ICF	56 Moran Pl.	Larchmont	10538	Westchester	914-633-5437
21	Moseman IRA	52 Moseman Rd.	Yorktown Hts	10598	Westchester	914-962-4494
22	North Salem IRA	39 Sullivan Rd.	North Salem	10560	Westchester	914-669-5804
23	Padwe IRA	264A Bryant Ave.	White Plains	10605	Westchester	914-948-7210
24	Park Ave. ICF	199 Park Ave.	Yonkers	10703	Westchester	914-968-0310
25	Ridge Road IRA	374 Ridge Rd.	Hartsdale	10530	Westchester	914-949-4554
26	Sarah Daley IRA	137 Centre Ave.	New Rochelle	10801	Westchester	914-235-5794
27	Somers IRA	265 Tomahawk Rd.	Baldwin Place	10505	Westchester	914-628-8438
28	Truman ICF	266 E. Bryant Ave.	White Plains	10605	Westchester	914-948-6608,6799
29	Tuckahoe CR	1a Ridge Rd.	Bronxville	10708	Westchester	914-779-5799
30	Upper Stoney IRA	2749 Stoney St.	Mohegan Lake	10547	Westchester	914-962-2661

Invitation for Bid

Exhibit B-Equipment List

NG=Natural Gas • O=Oil

G=Gas • O=Oil • E=Electric

CLUSTER 1		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
#	Facility Name	Make Model Serial #	Boiler-B Furnace-F	Make Model Serial #	Fuel	Direct-D Indirect-I	Make Model Serial #	Fuel
1	Birch CR	Lennox HS22-261V-2P 5192J06446	B	Williamson GWI127-N-J 2	NG	D	Bradford RG275H6N SC41051745	G
2	Brook IRA	No Central Unit	B	Williamson GWA245-N-J 2	NG	D	Bradford RG275H6N PC39238315	G
3	Camp Hill Rd. IRA	Trane 2TTB3048A1000AA 7193WAS2F	B	Weil-McLain CG-5-SPDN 11	NG	I	Bradford SW240RL TA42804718	G
4	Collins Ave. IRA	Carrier 38BR024300 2394E2339	F	Heil NUGE100BG01 L914180032	NG	D	Bradford RG275H6N PJ40189108	G
5	Donaldson IRA	Thermal Zone TZAA-342-2A757 8345W261317424	B	Crown DG 150EI 60321	NG	I	Bradford SW250RL SM42G53327	G
6	Eldorado Dr. IRA	Comfortmaker CAC042AKA1 L011715021	F	Comfort Maker GNE150J20A1 L004616868	NG	D	Bradford M175SG6BN GK14048343	G
7	Elm IRA	No Central Unit	B	Crown C247-400 60100166	NG	D	Bradford RG275H6N TE43444646	G
8	Freund IRA	Trane 4TTR3036H1000NA 19394393F	F	Trane 4TXCC005DS3HCAA 19273YRP5G	NG	D	Bradford RG275H6N WE45136738	G
9	Grove IRA	No Central Unit	B	Crown TWZ100Bott1PSU B000273729	O	I	A O Smith LTE-80D200 2034120680601	E
10	Hempstead Rd. IRA	Trane 4TTR3036H1000NA 1911127N3F	F	Trane TUD1B100A9361BB 18434TRR1G	NG	D	Bradford RG250TGN SJ42127701	G
11	Jeremy Ln. IRA	Trane 4TTB3042D1000CA 14014M4R3F	B	Weil-McLain CG-6-SPDN 11	NG	I	Bradford SW240RL 4334006576	G
12	Laurel/Cherry Cr	Lennox HS22-261V-2P 5192J06466	B	Weil-McLain CGA-5-PIDN 1	NG	D	Bradford RG250T6N MG36432626	G
						D	Bradford M15036FBN KE18372794	G
13	Maple ICF	Sanyo CM2472 51964	B	Crown AWR210ENST2PSU 634454	NG	D	Bradford RG250T6N TJ43947411	G
		Carrier 3989E43592 38TK036310						
14	Mount Ivy IRA	No Label No Label No Label	F	Comfort Maker C90HX100L20A1 A063659079	NG	D	Bradford D75T1603N LB34004724	G

Invitation for Bid

CLUSTER 1		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
		Trane 4TTR3030G1000NA 16203UMC3F	F	Trane TUH1B060A9361AB 16251RB82G	NG	D	Rheem RFD156-821 1294G1056	G
		No Label No Label No Label	F	Temporper T9MVX060F12A1 A112058678	NG			
15	Mountain IRA	No Central Unit	B	Crown ABF140E1 505ER	NG	D	Bradford RG250L6N PH40012551	G
						D	Bradford RG250L6N TK44122743	G
16	Northbrook Rd. IRA	Thermal Zone TZAA-336-2A757 8344W251110800	F	Carrier 58MXA100-16 3793A05425	NG	D	Rheem 42V75F RHLN411100880	G
17	Orchard IRA	No Central Unit	B	Crown AWR210ENST2PSU 634458	NG	D	Bradford RG250T6N PC39102070	G
18	Pearl River CR	No Central Unit	B	WeilMcLain CGI-6-PIN 2	NG	D	Bradford M17556BN KA17630899	G
19	Pomona IRA	Trane 2TTB3048A1000AA 7082TMS3F	B	Utica SFH4150W IW16806	O	I	Bradford SW240RL DA8652823	G
20	Rheinlander IRA	Trane 4TTR3042E1000NA 191623DKAF	B	WeilMcLain CG-7-SPDN 11	NG	I	Bradford SW250RL SC41128557	O
21	River Rd. IRA	Comfortmaker AG036GB2 L972062394	F	Comfort Maker GNE100F14A1 L011360997	NG	D	Bradford RG275H6N WE45136830	G
22	Skerry IRA	Comfortmaker No Label No Label	B	WeilMcLain CGA-5-SPDN 1	NG	I	Bradford SW240RL PA38887771	G
23	Smith Hill IRA	Sanyo C1271 305064	B	Crown DG150EI 64986	NG	D	Bradford RG240T6N WG46322942	G
						D	Bradford MI40T6FBN JE16688242	G
24	South Blvd. IRA	Trane 4TTR3060D1000NB 18274N8J5F	F	Trane 4TXCD010S53HCAA 17285WE1CG	NG	D	Rheem 42V75F RHLNQ181313059	G
						D	Rheem PROTG75-75WRH KHLNQ061440898	G
25	South Madison IRA	Lennox HS22-461V-3P 5192L18553	F	Trane TUD140R960A G37525094	NG	D	Bradford MI5036FBN GJ13934776	G
26	South Nyack CR	No Central Unit	B	Weil-McLain CG-6-SPDN 11	NG	I	Bradford SW250L EB101761177	G
27	Stoneham Ln. IRA	AKC CAC060AKC4 E051535087	F	Arcoaire H8MPN150J20B1 A071945124	NG	D	Rheem 22V50F1 RHLN0409A06414	G

Invitation for Bid

CLUSTER 1		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
						D	Bradford MI40356FBN HB14475232	G
28	Stony Point CR	ICP/Tempstar NAC048AKC3 E0511341743	B	Weil-McLain CS-5-SPDN 12	NG	D	Bradford RG250T6N TF43500364	G
29	Svahn Dr. IRA	Trane 4TTB3060D1000DA 14202PL45F	B	Weil-McLain CGA-5-SPDN 1	NG	D	Bradford MI100T6BN LC34119320	G
						D	Bradford RG250T6N NJ38360938	G
30	Wesley Hills IRA	Lennox HS22-461V3P 5192K15659	B	Williamson GWA-105-N-T 2	NG	D	Bradford MI5036FBN DC8869816	G
						D	Bradford RG250T6N MG36449405	G
31	W. Clarkstown Rd. IRA	Comfortmaker CAC036AKA5 E032929890	F	Comfort Maker GNE125J20A1 L983775582	NG	D	Bradford RG275H6N SK42263770	G
32	Wilder Rd. IRA	Carrier 38BRB048300 4595E02427	B	Williamson GWA-210-N-T 2	NG	I	Bradford SW280L SG41757853	G
33	Williams Ave. CR	Trane 4TTB3048D1000CA 14271REC3F	B	Williamson GWA-175-N-T 2	NG	D	Rheem 21X40-7 RN01931457	G
						D	Bradford MI100T6BW LM35342072	G

CLUSTER 2		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
#	Facility Name	Make Model Serial #	Boiler-B Furnace-F	Make Model Serial #	Fuel	Direct-D Indirect-I	Make Model Serial #	Fuel
1	Belcher Rd. IRA	Ducane 2AC13L36P-2B 4608D62726	B	Weil-McLain P-WGO-3 3	O	I	Amtrol WH-41 808-11114-77573	O
2	Burnt Corners IRA	No Central Unit	B	Weil-McLain P-WGO-5 3	O	I	Amtrol WH-7P 26396	O
3	Chester CR	Fujitsu F03613CSJNAA W171909271	B	Utica SF-4150WT HP3611	O	D	Bock 72E 11023057T	O
						D	Bock 32E 97091636T	O
4	Clark Ln. IRA	Thermal Zone TZAB-342-2N W141718582	B	Crown TWZ004LCZ3SH Shorty000588097	O	I	Amtrol No Label No Label	O
5	County Rte. 1 IRA	Carrier 38BR036300 1493E17810	B	Weil-McLain WGO-4 3	O	I	Amtrol WH-7P BM 180622	O

Invitation for Bid

CLUSTER 2		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
6	DuBois St. IRA	Goodman GSC130301AE 706076698	B	Weil-McLain CG-6-SPON CP2625776	NG	I	Amtrol CH-41Z 8452380000000	G
7	East Mombasha IRA	Goodman GSC130361GB 1305592048	B	Peerless WV-05-WPCL 730241-201601	O	I	Amtrol WH-41Z No Label	O
		Goodman HDC12-1AT 103400586						
		Comfort Star CHP024CD-2B No Label						
		Comfort Star CIM09CD 402236						
		Comfort Star CIM09CD ???065						
8	Four Corners Rd. IRA	Goodman CK36-1A 9908454481	B	Weil-McLain WGO-4 3	O	I	Amtrol WH-7P 59153	O
9	Fox Ln. CR	Guardian GCGD48S21S2B W1B3453837	B	Weil-McLain P-WGO-3 3	O	D	Amtrol WH41Z S23606D4000000027	O
10	Grange Rd. IRA	Carrier 24ABB342A300 2718E07894	B	OWB OWB-3 1	O	I	Amtrol ch-41z 8453580000000	O
11	Greenville IRA	Fujitsu AOU36RLXFZ 20640	B	Weil-McLain A/B-WTGO-B 3	O	I	Amtrol CH-41Z 8453582065393	O
12	Mid-Hudson I IRA	Fujitsu F03013CSJNAA W261930332	B	Weil-McLain EG-75-SPN 4	NG	D	Bradford RG250H6N XA47145785	G
		Carrier TZAB-336-2N W131725772				D	Bradford M2XR504T6FBN JC16360800 D/N	G
13	Mid-Hudson II IRA	Carrier 2AC13L30P-2B 4608G58343	B	Weil-McLain EG-75-SPN 4	NG	D	Bradford RG250H6N WC44985370	G
		Fujitsu F03013CSJNAA W271945603				D	Bradford RG240T6N TF43505869	G
14	Minisink IRA	Goodman GSC13036 No Label	B	Peerless &WBV-04-150-WPCL 406429-200209	O	I	Amtrol WH-7P 2669	O
15	Mulford Rd. IRA	Amana CK49-1 105422191	B	Weil-McLain P-568-W No Label	O	I	Amtrol WH-4HZ 894-34314-S1679	O
16	Pine Island Pk. IRA	Ducane No Label No Label	F	Carrier Corp. 58BMA105-12 0896V00067	O	D	Bock 51E 13061046T	O
		Ducane No Label No Label	F	Carrier Corp. 58BMA105-12 4795V00454	O			
17	Reynolds Rd. IRA	York AC042X1021G WDG5576948	B	Weil-McLain P-568V-W No Label	O	I	Bradford SW240RL NB37369605	O

Invitation for Bid

CLUSTER 2		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
18	Ridgebury Rd. IRA	Trane 2TTB0030A1000AA 3303WC15F	B	Utica SP-4150W EH13104	O	I	Amtrol WH-7P BM 2081	O
		Goodman GSC130241FA 1305712867						
19	Tall Oaks I IRA	Bryant 569CPX090000AAAA 3798G00222	F	Peerless 64-09-SPRK-W/S 775016-201907	NG	D	Bradford RG275H6N DC8939996 D/N	G
		Carrier 38AKS009-501 2298G00057						
20	Tall Oaks II IRA	Goodman GSC130601CB 1207090706	F	Armstrong Air 58558120-BC 4288096407	NG	D	Bradford D100T1993N AB4230286	G
		Goodman GSC130601CB 1206498590	F	Carrier Corp. G1N80BU150D20D-1A 1605K19747	NG			
21	Tuxedo IRA	Carrier 24ABB348A340 2914E7563	B	Peerless MI-04-SPRK-WPC 5132655-201711	NG	I	Amtrol CH-41Z 845-27013-53450	G
22	Valley View IRA	Goodman GSZ140421 No Label	B	Weil-McLain P-WGO-3 3	O	I	Amtrol CH-41Z 845-27013-53450	O
23	Warwick IRA	No Central Unit	B	Weil-McLain P-568-W No Label	O	I	Amtrol WH-7L BM 30557	O
24	Watkins Ave. DH	Trane TSC060E1E0A0000 948100757L	B	Weil-McLain CGN-4-P1 CP1341198	NG	D	Bradford M2XR504T6FBN HK15630181 D/N-130	G
		Trane TCC060F100BF Z3313BS2H						
25	Waverly Place IRA	No Central Unit	B	Weil-McLain CGM-4PI 8	NG	I	Amtrol WH-41Z POR-04315-65776	G
26	Wedgewood Ln. IRA	Thermal Zone TZAB-336-2N W241755350	B	Crown TWZ004LCZ35H 584988	O	I	Amtrol WH-7L 64169	O

CLUSTER 3		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
#	Facility Name	Make Model Serial #	Boiler-B Furnace-F	Make Model Serial #	Fuel	Direct-D Indirect-I	Make Model Serial #	Fuel
1	Alfred Place IRA	Goodman CRT30-1 06047061BB	F	Hallmark LBD115 779846	O	D	Bock 32E 09111369T	O
2	Bailey Rd. IRA	Fujitsu F04213CSJNAA W262078091	B	MPD-IQ MPO-IQ147 65663538	O	I	Amtrol WH7Z S26807D4000000015	O
3	Blackhawk S IRA	No Central Unit	B	Weil-McLain 80-380 CP5504341	O	D	Bock 241E 12053154T	O

Invitation for Bid

CLUSTER 3		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)			
			B	Weil-McLain 80-380 CP5504342		O			
4	Blackhawk N IRA	No Central Unit	B	Weil-McLain A/B-WGO-7 3		O	I	Amtrol WH80Z S04502D4400000010	O
							I	Amtrol CH-80Z 846-25514-63203	O
5	Bullville IRA	Goodman CKL42-1L 501693610	B	MPD-IQ MPO-IQ147 65652399		O	I	Amtrol CH-41Z 8450032063282	O
6	Burrows Dr. CR	Ruud RA1460AJINB W151517527	B	MPD-IQ MPO-IQ147 65663541		O	I	Amtrol WH-7Z S16406D4000000078	O
7	Chadsford Ln. IRA	Carrier 38BR036300 3094E22649	B	Weil-McLain P-468V-W CP2783490		O	I	Amtrol WH-41Z 808-33416-13493	O
8	Chestnut Dr. IRA	Carrier 24ABB330A310 2713E05415	B	Weil-McLain CGM-5-PI 10		NG	I	Bradford SW240RL NC37397078	G
9	Cornwall IRA	Carrier 24ABB336A350 3017E20440	B	Pure Pro AO-4-125 65693257		O	I	Amtrol WH-7P 180622	O
		Carrier 38TK036300 3289E30776							
10	Fortune Rd. I ICF	Airtemp VSA1BD4M1SN60K VSG180856089	F	Goodman No Label No Label		NG	D	Amtrol BTX 100 140 1606M000531	G
		Goodman G8C130601BC 806252154	F	Goodman GKS90703BXAE 809563315		NG			
		Goodman GSC130361GD 1601358435	F	Airtemp VG7SA090C-35c1 VGG190317732		NG			
		Buru CA5530VKD2 L981958185	F	Goodman GMP075-3 REC 0 9911645290		NG			
11	Fortune Rd. II ICF	Lennox HS16-461V-7P No Label	F	Deuce 92G1UH0458P12-55 1715J10920		NG	D	Bradford RG275H6N MF36349027 D/N	G
		Goodman CK24-1B 9904406144	F	Deuce 92G1UH0458P12-55 1715K08646		NG	D	Bradford MI75S6BM KA17747750D/N-130	G
		Airtemp VS5BD-030KB VSG140902937	F	Deuce 95G1UH090CE16-01 5911J18031		NG			
		Goodman GSC130301EE 1601249023	F	Deuce 92G1UH045BP12-03 5913027623		NG			
12	Goshen IRA	Fujitsu ADU45RLXFZ LYN010738	B	Weil-McLain WGO-4 3		O	I	Amtrol WH41Z S06605d4000000026	O
		Fujitsu ADU45RLXFZ LYN012530							

Invitation for Bid

CLUSTER 3		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
13	Greycourt Rd. IRA	Goodman CLT60-1 205539161	B	H.B. Smith S/W-4 D93-2899 P	O	I	Bradford SW240RL KZ???????	O
14	Hillcrest IRA	Gibson GSX130361EF 2005236214	B	Weil-McLain P-768-W CP2547952	O	I	Amtrol WH-7P BM181309BZ	O
15	Indian Trail CR	Guardian GAW14L36C23SA W1C9738337	F	Pure Pro AG4 65571494	NG	D	Bradford M2XR504T6FBN LK35197772	G
16	Laurel North IRA	No Central Unit	B	Weil-McLain CQM-4-PJ 9	NG	D	Bradford RG275H6N ND37636021	G
17	Locust Dr. IRA	Goodman GSC130601DD 1601252039	B	Weil-McLain P-WGO-4 3	O	I	Amtrol WH-7P 178887	O
18	Maplewood Ln. IRA	Goodman GSC1304B1AF 805276841	B	Advantage Ag5 65-466820	O	I	Amtrol WH-7Z S27602D400000019	G
19	Maybrook ICF	Tempstar N4A318AKN300 E152713120	B	Crown TWZ003LCZ3SH Shorty000575598	O	I	Amtrol CH-41Z 8450820000000	O
		Tempstar N4A330AKN200 E152334815						
20	Meadow Ave. IRA	Heil R4A330GKW200 X151562435	B	Utica MGB12521 KF34457	NG	I	Amtrol CH-41Z 8450821965600	G
		Fujitsu AOU9RLFW 6417						
21	Midland Lakes IRA	York YCD60B21SA W1K8160082	F	York TM9T120D20MP11B W1L8231948	NG	D	Bradford RG2PV75H6X SA40712791	G
						D	Bradford LE280T3-3NCWW XC47489655	E
22	Orrs Mill Rd IRA	Carrier 24ABB342A300 121E01489	B	Weil-McLain P-468V-W No Label	O	I	AMTROL WHS80Z S15703D4400000022	O
23	Riley Rd IRA	Lennox HS19-511V-3P 5191H8026	F	Ultra LUF80B112 S8498L35389	O	D	BOCK 51E 10091338T	O
		Goodman GSC130481BA 908242662	F	Airtemp RH8-ABP AS907470	O	D	BOCK 51EC 18081278T	O
24	Robbins Rd IRA	Broadair BC36-14D241G-28S1RB T20D306375	B	Weil-McLain P-WGO-5 CP2956130	O	I	Amtrol WH-7L BM34487CZ	O
25	Robert St IRA	Luxaire TCGD36S21S2A WOK9119011	B	Carrier Corp. 61BWB105 4691V03627	NG	I	Amtrol WH-7Z S25402D00000109	G
26	Round Hill Rd IRA	Ruud RA1330AJINA W261700565	B	Peerless WBV-04-150-WPC 384225-200201	O	I	Amtrol WH7Z S24001D4000000063	O
		Mitsubishi MXZ-3C24NA2 77U13645D						

Invitation for Bid

CLUSTER 3		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
		Mitsubishi MXZ-3C24NA2 76U15191C						
27	Silver Lakes IRA	Goodman CKL-30-1D 111435602	F	Burnham No Label No Label	NG	I	Amtrol WH-7P 184671	G
		Goodman GSC130301AE 706121134				I	Amtrol WH-7P 184664	G
28	Smith Clove IRA	Carrier 24ABB360A340 1416E15059	F	CAC/BOP CNPVP6024ALAAAAA 3016X35673	O	D	Bradford M180R6DS13 ZM3985755	G
						D	Bradford M180R6DS13 Z13703257	G
						D	Bradford RE250T6-1NCWW TF43485980	G
29	South & Wilson CR	Lennox HS16-651U-4P 5187D13689	F	Goodman GMS81205DNBC 1710050880	NG	D	Bradford MI7556BN KH18739894	G
		Lennox HS23-651-1P 5193C02966	F	Goodman GMS81205DNBC 1112639343	NG	D	Bradford MI5036FBN EH10949818	G
30	South St. IRA	Lennox 13ACXN060-230-21 1918C05033	F	Ducane CMPE125U5B 3309460446	NG	D	Bradford RG275H6N WB44750417	G
31	Union Ave. IRA	Carrier 38BR036300 3294E09677	B	Weil-McLain P-468V-W CP2818371	O	I	Amtrol WH41Z S25705D4000000006	O
32	Vails Gate IRA	No Central Unit	B	Weil-McLain GV-6 CP2065396	NG	D	Bradford M2XR504T6FBN MC35922271	G

CLUSTER 4		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
#	Facility Name	Make Model Serial #	Boiler-B Furnace-F	Make Model Serial #	Fuel	Direct-D Indirect-I	Make Model Serial #	Fuel
1	Adams ICF	No Central Unit	B	Weil-McLain Ultra 299 4	NG	I	Weil-McLain Plus 119 3	G
2	Briarcliff IRA	No Central Unit	F	Flex Heat GM-08-SV-WP 356180-20014	NG	D	Bradford M3ST120R5 LC35307863	O
						D	Bock 32E EZ-1	O
						D	Bock 71E 06053004T	O
3	Burns IRA	Bryant 517ENO36 5086A17056	B	Peerless MI-06-STDG WPC MI 100292-0894	NG	D	Rheem ELD80C Q211937134	E

Invitation for Bid

CLUSTER 4		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
						D	Rheem 42V50-40F RHLN110752741B	G
4	Campanella IRA	Evcon GAW14L60C22SA W1M8337389	F	Bryant No Label No Label	NG	D	State GSX10XRRT 300 1015M001146	G
		Heil N2A324GKB200 E082502866	F	Bryant No Label No Label	NG			
5	Colorado IRA	No Central Unit	F	Dunkirk CPWB-7D 14900132	NG	D	Rheem G75-76NRH Q411829707	O
6	Croton IRA	American Standard No Label No Label	B	Peerless WV-06-200-WPCO 386151-200201	O	D	John Wood JW517/JW527 19378	O
		Amana RCB60B2A 9903252881				D	Bradford M280R6-DS-1NCWW LL35391739	E
7	Davis IRA	Bryant E051917622 NAC030AKC3	F	Weil-McLain CGA-7 PIDN 2	NG	D	State GS6-75-XRRS 400 1724106503656	G
8	Dobbs Ferry ICF	Heil N4A330GKC200 E090800658	F	Burnham NO 7-61 1	NG	D	Bradford MI100T6BN GH13834382	G
		ICP No Label No Label				D	Smith LTE80D200 1743108006359	E
9	Echo Lake IRA	Thermal Zone TZAA-360-2A757 8347W461007948	B	Weil-McLain WGO-5 3	O	I	Bock RJS080M00 174908456136	O
		Thermal Zone TZAA-360-2A757 8347W51010563						
10	Farrington IRA	No Central Unit	F	Weil-McLain CGA-6 1	NG	D	Smith BTR-120 118 2013118812281	G
						D	Smith TJV120M MH91020923830	G
11	Gomer IRA	Evcon GAW14L36C23SA W1K9284482	B	Weil-McLain WM-480 No Label	O	D	Bock 32E 10051044T	O
		Evcon GAW14L36223SA W1C9738343				D	Bock 51E 10021653T	O
12	Hawthorne E. ICF	Carrier FB4ANB070 1196A03894	F	Slant Fin GG-375E 509930	NG	D	Rheem G76-200-1 A381812825	G
						D	Rheem G100-200 VRNG 0303G02885	G
13	Hawthorne W. ICF	Carrier 38TRA060-331 3096E02621	F	Slant Fin GG-375E 519224	NG	D	State GS6-75-XRRS400 1843112396934	G
14	Hudson IRA	American Standard 4A7A3060D1000PA 17321UYA5F	F	Weil-McLain CG-8-SPDN 12	NG	D	Amtrol WHS80DCZW 09607D44600000013	G

Invitation for Bid

CLUSTER 4		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
		Carrier 38CKB060-30 2197E15657						
15	Jefferson ICF	No Central Unit	B	Weil-McLain Ultra 299 4	NG	I	Weil-McLain PLUS 119 3	G
16	King Street IRA	No Central Unit	B	Weil-McLain EGH15S 5	NG	D	American G5150T40-3N 9629111875	G
						D	Smith PCG75-300 1123A009621	G
17	Lewisboro ICF	Goodman GSC130481BB 1106734889	B	Peerless WV-05 575000-200706	O	D	Bock 51E 11071205T	O
		Coleman BRCS0301BDG WOB5518874						
18	Lower Stoney IRA	Aire-Flo 13ACD-048-230-17 1914M15536	F	York P FM020F12501A EHGP002946	O	D	Bock 71E 07043132T	O
19	McKeel CR	Heil ACS024A2C1/FBA024GL1 L983476712	B	Brunham P 207AWNI 17258867	NG	D	Smith TJV120MM000 1520M000111	G
						D	American G62-75-T75 1506A004071	G
20	Moran ICF	Heil N4A330AKC200 E090908462	B	Weil-McLain Ultra 155 3UE	NG	D	State 65640BCT400 1602A008757	G
		Evcon GAW14618C228A 1L7233486				D	American BFG6150T403NOV 0909T415695	G
						D	Rheem 21X50X6A RHNG1199007601	G
21	Moseman IRA	Thermal Zone TZAA3482C757 W471454874	B	Peerless WBV-04-150-WPC 496563-200-410	O	D	Bock 75E 200131091	O
22	North Salem IRA	ICP R2A348GKR2 123375969	B	Weil-McLain PWGO-6 3	O	I	Amtrol WH5-80Z 34120400000002	O
		American Standard No Label No Label						
23	Padwe IRA	No Central Unit	B	Weil-McLain Ultra 299 4	NG	I	Weil-McLain PLUS 119 3	G
24	Park Ave. ICF	Thermal Zone TZAA-336-2A757 8344W22125931	B	Weil-McLain CGA-6-SPDN 1	NG	D	Amtrol WH41Z 8080541512757	G
		American Standard 4A7A3042E1000NA 201214083F						
25	Ridge Road IRA	Evcon GAW14L42C23SA W2G0977971	B	Weil-McLain PCG-4 4	NG	D	Rheem XG75T06 Q451833445ST76UO	G

Invitation for Bid

CLUSTER 4		AC UNIT(S)	HEATING UNIT(S)			HOT WATER HEATER(S)		
			F	Amana GUIC140DA50 9808169934	NG	D	Rheem 21V30-6 RHNG1002H09133	G
						D	Van Guard 60000000 0393C00743	E
26	Sarah Daley IRA	Comfortmaker CA902VKC1 L942350017	B	Burnham P207AWNI 17241405	NG	D	Smith FCG100-400 18121096859717	G
		ICP R2A324GKR200 X132573294				D	Smith FCG100-400 1719106090788	G
27	Somers IRA	AHRI RZA33OGKR2 X131568912	B	Weil-McLain WGO-5 3	O	D	Smith TJV-120M 900056785830	O
		Heil CA5042UKA1 L920789521						
28	Truman ICF	No Central Unit	B	Weil-McLain Ultra 299 4	NG	I	Weil-McLain PLUS 119 3	G
29	Tuckahoe CR	Evcon BRCS0421BDG 40818696	F	Warm Air 310AAV048135 2006A29749	NG	D	Bradford RG2DV50S6N SL42402607	G
		Heil HAC036AKA1 L011519191				D	Bradford RG2DV50S6N WB44712183	G
30	Upper Stoney IRA	Evcon GAW14L48C22SA W1N7400160	F	Kerr Summit K6CMUITI5T 8045	O	D	Bock 71E 09073193T	O

Cost Proposal Form

Instructions:

Complete a **Cost Proposal Form** for each cluster you would like to bid on. Only bid on clusters that you would like to be awarded. **Any alteration of the Cost Proposal Form may result in disqualification of the bid.**

All services for all locations within each cluster that you wish to bid on must have a bid amount filled in for AC, Heat & Hot Water; Annual Inspection, Start-Up, and Preventative Maintenance Cost in order for your bid to be considered.

(A) is the Total Annual Inspection, Start-up, and Preventative Maintenance Cost calculated by adding items in each row representing each facility's AC, Heat & Hot Water Services and then totaling the Annual Total column amounts. (B) is the Total Annual Estimated Labor Cost for Repair, calculated by multiplying labor rates by estimated hours for each hourly wage category, then totaling estimated labor costs. (C) is the Total Annual Estimated Parts with Mark-up costs, calculated by multiplying parts mark-up percentage by estimated parts cost, then totaling parts mark-up cost and estimated parts cost. **Parts Mark Up not to exceed 20%**

Total Annual Estimated Combined Cost for each cluster will be calculated by adding the sum of:
(A) Total Annual Inspections, Start-up, and Preventative Maintenance cost,
(B) Total Annual Estimated Labor cost for Repair, and
(C) Total Annual Estimated Parts with Mark-up cost.

Check your math-refer to (page 17) **#17 Evaluation Criteria: Method of Award** for more information. Estimated Labor Hours and Estimated Parts Costs are estimates only-payment will be made on actual services rendered. **Submit a completed Signature Page (page 53) with all cost proposal documents.**

Invitation for Bid

Cost Proposal – Cluster 1

CLUSTER 1 • ROCKLAND COUNTY					
ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST					
		A/C	Heat	Hot Water	Annual Total
1	Birch CR	\$	\$	\$	\$
2	Brook IRA	\$	\$	\$	+\$
3	Camp Hill Rd. IRA	\$	\$	\$	+\$
4	Collins Ave. IRA	\$	\$	\$	+\$
5	Donaldson IRA	\$	\$	\$	+\$
6	Eldorado Dr. IRA	\$	\$	\$	+\$
7	Elm IRA	\$	\$	\$	+\$
8	Freund IRA	\$	\$	\$	+\$
9	Grove IRA	\$	\$	\$	+\$
10	Hempstead Rd. IRA	\$	\$	\$	+\$
11	Jeremy Ln. IRA	\$	\$	\$	+\$
12	Laurel/Cherry Cr	\$	\$	\$	+\$
13	Maple ICF	\$	\$	\$	+\$
14	Mount Ivy IRA	\$	\$	\$	+\$
15	Mountain IRA	\$	\$	\$	+\$
16	Northbrook Rd. IRA	\$	\$	\$	+\$
17	Orchard IRA	\$	\$	\$	+\$
18	Pearl River CR	\$	\$	\$	+\$
19	Pomona IRA	\$	\$	\$	+\$
20	Rheinlander IRA	\$	\$	\$	+\$
21	River Rd. IRA	\$	\$	\$	+\$
22	Skerry IRA	\$	\$	\$	+\$
23	Smith Hill IRA	\$	\$	\$	+\$
24	South Blvd. IRA	\$	\$	\$	+\$
25	South Madison IRA	\$	\$	\$	+\$
26	South Nyack CR	\$	\$	\$	+\$
27	Stoneham Ln. IRA	\$	\$	\$	+\$
28	Stony Point CR	\$	\$	\$	+\$
29	Svahn Dr. IRA	\$	\$	\$	+\$
30	Wesley Hills IRA	\$	\$	\$	+\$
31	W. Clarkstown Rd. IRA	\$	\$	\$	+\$
32	Wilder Rd. IRA	\$	\$	\$	+\$
33	Williams Ave. CR	\$	\$	\$	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 1 (A) =					
Name of Company:					

Invitation for Bid

CLUSTER 1 • ROCKLAND COUNTY LABOR RATES PER HOUR		Estimated Hours	
Normal Working Hours (M-F, 7:30AM-4:00PM) Hourly Rate=	\$	x 223 =	\$
Off Labor Hours (M-F, 4:01PM-7:29AM & all-day Sat & Sun) Hourly Rate=	\$	x 64 =	\$
Holiday Labor Hours (see page 27 for Observed Holidays) Hourly Rate=	\$	x 32 =	+\$
Total Annual Estimated Labor Cost for Repair Cluster 1 (B) =			

CLUSTER 1 • ROCKLAND COUNTY PARTS WITH MARK UP <i>*Parts Mark Up not to exceed 20%</i>		Estimated Parts	
Parts Mark Up =	%	x \$15,900. =	\$
Estimated Annual Parts Cost			+\$15,900.00
Total Annual Estimated Parts with Mark Up Cost for Cluster 1 (C) =			

TOTAL ANNUAL ESTIMATED COMBINED COST CLUSTER 1 • ROCKLAND COUNTY	
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 1 (A) =	\$
Total Annual Estimated Labor Cost for Repair Cluster 1 (B) =	+\$
Total Annual Estimated Parts with Mark Up Cost for Cluster 1 (C) =	+\$
Total Annual Estimated Combined Cost for Cluster 1 (A+B+C) =	
Name of Company:	

Cost Proposal –Cluster 2

CLUSTER 2 • ORANGE COUNTY SW					
ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST					
		A/C	Heat	Hot Water	Annual Total
1	Belcher Rd. IRA	\$	\$	\$	\$
2	Burnt Corners IRA	\$	\$	\$	+\$
3	Chester CR	\$	\$	\$	+\$
4	Clark Ln. IRA	\$	\$	\$	+\$
5	County Rte. 1 IRA	\$	\$	\$	+\$
6	DuBois St. IRA	\$	\$	\$	+\$
7	East Mombasha IRA	\$	\$	\$	+\$
8	Four Corners Rd. IRA	\$	\$	\$	+\$
9	Fox Ln. CR	\$	\$	\$	+\$
10	Grange Rd. IRA	\$	\$	\$	+\$
11	Greenville IRA	\$	\$	\$	+\$
12	Mid-Hudson I IRA	\$	\$	\$	+\$
13	Mid-Hudson II IRA	\$	\$	\$	+\$
14	Minisink IRA	\$	\$	\$	+\$
15	Mulford Rd. IRA	\$	\$	\$	+\$
16	Pine Island Pk. IRA	\$	\$	\$	+\$
17	Reynolds Rd. IRA	\$	\$	\$	+\$
18	Ridgebury Rd. IRA	\$	\$	\$	+\$
19	Tall Oaks I IRA	\$	\$	\$	+\$
20	Tall Oaks II IRA	\$	\$	\$	+\$
21	Tuxedo IRA	\$	\$	\$	+\$
22	Valley View IRA	\$	\$	\$	+\$
23	Warwick IRA	\$	\$	\$	+\$
24	Watkins Ave. DH	\$	\$	\$	+\$
25	Waverly Place IRA	\$	\$	\$	+\$
26	Wedgewood Ln. IRA	\$	\$	\$	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 2 (A) =					
Name of Company:					

Invitation for Bid

CLUSTER 2 • ORANGE COUNTY SW LABOR RATES PER HOUR		Estimated Hours	
Normal Working Hours (M-F, 7:30AM-4:00PM) Hourly Rate=	\$	x 191 =	\$
Off Labor Hours (M-F, 4:01PM-7:29AM & all-day Sat & Sun) Hourly Rate=	\$	x 55 =	\$
Holiday Labor Hours (see page 27 for Observed Holidays) Hourly Rate=	\$	x 27 =	+\$
Total Annual Estimated Labor Cost for Repair Cluster 2 (B) =			

CLUSTER 2 • ORANGE COUNTY SW PARTS WITH MARK UP *Parts Mark Up not to exceed 20%		Estimated Parts	
Parts Mark Up =	%	x \$13,650. =	\$
Estimated Annual Parts Cost			+\$13,650.00
Total Annual Estimated Parts with Mark Up Cost for Cluster 2 (C) =			

TOTAL ANNUAL ESTIMATED COMBINED COST CLUSTER 2 • ORANGE COUNTY SW	
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 2 (A) =	\$
Total Annual Estimated Labor Cost for Repair Cluster 2 (B) =	+\$
Total Annual Estimated Parts with Mark Up Cost for Cluster 2 (C) =	+\$
Total Annual Estimated Combined Cost for Cluster 2 (A+B+C) =	
Name of Company:	

Cost Proposal – Cluster 3

CLUSTER 3 • ORANGE COUNTY NE					
ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST					
		A/C	Heat	Hot Water	Annual Total
1	Alfred Place IRA	\$	\$	\$	\$
2	Bailey Rd. IRA	\$	\$	\$	+\$
3	Blackhawk N IRA	\$	\$	\$	+\$
4	Blackhawk S IRA	\$	\$	\$	+\$
5	Bullville IRA	\$	\$	\$	+\$
6	Burrows Dr. CR	\$	\$	\$	+\$
7	Chadsford Ln. IRA	\$	\$	\$	+\$
8	Chestnut Dr. IRA	\$	\$	\$	+\$
9	Cornwall IRA	\$	\$	\$	+\$
10	Fortune Rd. I ICF	\$	\$	\$	+\$
11	Fortune Rd. II ICF	\$	\$	\$	+\$
12	Goshen IRA	\$	\$	\$	+\$
13	Greycourt Rd. IRA	\$	\$	\$	+\$
14	Hillcrest IRA	\$	\$	\$	+\$
15	Indian Trail CR	\$	\$	\$	+\$
16	Laurel North IRA	\$	\$	\$	+\$
17	Locust Dr. IRA	\$	\$	\$	+\$
18	Maplewood Ln. IRA	\$	\$	\$	+\$
19	Maybrook ICF	\$	\$	\$	+\$
20	Meadow Ave. IRA	\$	\$	\$	+\$
21	Midland Lakes IRA	\$	\$	\$	+\$
22	Orrs Mill Rd IRA	\$	\$	\$	+\$
23	Riley Rd IRA	\$	\$	\$	+\$
24	Robbins Rd IRA	\$	\$	\$	+\$
25	Robert St IRA	\$	\$	\$	+\$
26	Round Hill Rd IRA	\$	\$	\$	+\$
27	Silver Lakes IRA	\$	\$	\$	+\$
28	Smith Clove IRA	\$	\$	\$	+\$
29	South & Wilson CR	\$	\$	\$	+\$
30	South St. IRA	\$	\$	\$	+\$
31	Union Ave. IRA	\$	\$	\$	+\$
32	Vails Gate IRA	\$	\$	\$	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 3 (A) =					
Name of Company:					

Invitation for Bid

CLUSTER 3 • ORANGE COUNTY NE LABOR RATES PER HOUR		Estimated Hours	
Normal Working Hours (M-F, 7:30AM-4:00PM) Hourly Rate=	\$	x 256 =	\$
Off Labor Hours (M-F, 4:01PM-7:29AM & all-day Sat & Sun) Hourly Rate=	\$	x 73 =	\$
Holiday Labor Hours (see page 27 for Observed Holidays) Hourly Rate=	\$	x 37 =	+\$
Total Annual Estimated Labor Cost for Repair Cluster 3 (B) =			

CLUSTER 3 • ORANGE COUNTY NE PARTS WITH MARK UP *Parts Mark Up not to exceed 20%		Estimated Parts	
Parts Mark Up =	%	x \$18,300. =	\$
Estimated Annual Parts Cost			+\$18,300.00
Total Annual Estimated Parts with Mark Up Cost for Cluster 3 (C) =			

TOTAL ANNUAL ESTIMATED COMBINED COST CLUSTER 3 • ORANGE COUNTY NE	
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 3 (A) =	\$
Total Annual Estimated Labor Cost for Repair Cluster 3 (B) =	+\$
Total Annual Estimated Parts with Mark Up Cost for Cluster 3 (C) =	+\$
Total Annual Estimated Combined Cost for Cluster 3 (A+B+C) =	
Name of Company:	

Invitation for Bid

Cost Proposal – Cluster 4

CLUSTER 4 • WESTCHESTER COUNTY					
ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST					
		A/C	Heat	Hot Water	Annual Total
1	Adams ICF	\$	\$	\$	\$
2	Briarcliff IRA	\$	\$	\$	+\$
3	Burns IRA	\$	\$	\$	+\$
4	Campanella IRA	\$	\$	\$	+\$
5	Colorado IRA	\$	\$	\$	+\$
6	Croton IRA	\$	\$	\$	+\$
7	Davis IRA	\$	\$	\$	+\$
8	Dobbs Ferry ICF	\$	\$	\$	+\$
9	Echo Lake IRA	\$	\$	\$	+\$
10	Farrington IRA	\$	\$	\$	+\$
11	Gomer IRA	\$	\$	\$	+\$
12	Hawthorne E. ICF	\$	\$	\$	+\$
13	Hawthorne W. ICF	\$	\$	\$	+\$
14	Hudson IRA	\$	\$	\$	+\$
15	Jefferson ICF	\$	\$	\$	+\$
16	King Street IRA	\$	\$	\$	+\$
17	Lewisboro ICF	\$	\$	\$	+\$
18	Lower Stoney IRA	\$	\$	\$	+\$
19	McKeel CR	\$	\$	\$	+\$
20	Moran ICF	\$	\$	\$	+\$
21	Moseman IRA	\$	\$	\$	+\$
22	North Salem IRA	\$	\$	\$	+\$
23	Padwe IRA	\$	\$	\$	+\$
24	Park Ave. ICF	\$	\$	\$	+\$
25	Ridge Road IRA	\$	\$	\$	+\$
26	Sarah Daley IRA	\$	\$	\$	+\$
27	Somers IRA	\$	\$	\$	+\$
28	Truman ICF	\$	\$	\$	+\$
29	Tuckahoe CR	\$	\$	\$	+\$
30	Upper Stoney IRA	\$	\$	\$	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 4 (A) =					
Name of Company:					

Invitation for Bid

CLUSTER 4 • WESTCHESTER COUNTY LABOR RATES PER HOUR		Estimated Hours	
Normal Working Hours (M-F, 7:30AM-4:00PM) Hourly Rate=	\$	x 235 =	\$
Off Labor Hours (M-F, 4:01PM-7:29AM & all-day Sat & Sun) Hourly Rate=	\$	x 67 =	\$
Holiday Labor Hours (see page 27 for Observed Holidays) Hourly Rate=	\$	x 34 =	+\$
Total Annual Estimated Labor Cost for Repair Cluster 4 (B) =			

CLUSTER 4 • WESTCHESTER COUNTY PARTS WITH MARK UP *Parts Mark Up not to exceed 20%		Estimated Parts	
Parts Mark Up =	%	x \$16,800. =	\$
Estimated Annual Parts Cost			+\$16,800.00
Total Annual Estimated Parts with Mark Up Cost for Cluster 4 (C) =			

TOTAL ANNUAL ESTIMATED COMBINED COST CLUSTER 4 • WESTCHESTER COUNTY	
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 4 (A) =	\$
Total Annual Estimated Labor Cost for Repair Cluster 4 (B) =	+\$
Total Annual Estimated Parts with Mark Up Cost for Cluster 4 (C) =	+\$
Total Annual Estimated Combined Cost for Cluster 4 (A+B+C) =	
Name of Company:	

Signature Page

	Total Annual Estimated Combined Cost
CLUSTER 1 • Rockland County	\$
CLUSTER 2 • Orange County SW	\$
CLUSTER 3 • Orange County NE	\$
CLUSTER 4 • Westchester County	\$

**Contractors may bid on one or multiple clusters and multiple contracts may be awarded. Contractors must be prepared to service all sites, within each awarded cluster.*

_____ Bidder Signature _____ Print Name & Title

This bid is valid for _____ days (Bids shall be valid for not less than 180 days)

Name of Company: _____

Address: _____

Federal ID Number: _____ Telephone: _____

Date: _____ Fax: _____

No-Bid Form

Bidders choosing not to bid are requested to complete and return only this form.

- We do not provide the requested services. Please remove our firm from your mailing list.
- We are unable to bid at this time because:

- Please retain our firm on your mailing list.

(Firm Name)

(Signature)

(Date)

(Print Name)

(Title)

(E-mail)

(Telephone)

Failure to respond to bid invitations may result in your firm being removed from our mailing lists.