BID #1021-1

Date: October 4, 2021
Revised: 10/20/2021

Invitation for Bid for
Heating and Air Conditioning and
Boiler and Furnace Preventative Maintenance,
Repair and New Installation Services

Bids must be submitted by:
November 4-12, 2021 2:00 P.M., to:
Procurement Department
Queens Public Library via DropBox

Question Deadline:
October 18-29, 2021
By 4:00PM
Instructions to Bidders

All questions and requests for additional information concerning this Bid should be directed to Cristina Polychronopulos, Purchasing Coordinator, Xavier Cerda Assistant Director of Procurement Management and William Funk, Director of Procurement Management, the authorized Library contact persons at:

Telephone #: 718-990-8684 or 718-990-0782 and 718-990-0783
E-Mail Address: BIDcontact@queenslibrary.org

Site Inspection (Optional): Firms that would like to schedule an inspection of a Library facility must request a site inspection be sending an email to BIDcontact@queenslibrary.org no later than October 14-28, 2021.

Bid Due Date and Time and Location:

Date: November 4 12, 2021
Time: 2:00PM
Location: Bid responses must be uploaded to DropBox using the link below:
DropBox link: https://www.dropbox.com/request/VoJzf5tKEDbo78MDPsPR

Question Deadline:

Date: October 48 29, 2021 by 4:00PM

Library’s Procurement Opportunities Webpage: This bid is posted on the Library’s Procurement Opportunities webpage. Unless instructed otherwise, all related documents are posted on this webpage. Bidders have the responsibility of frequenting the Library’s Procurement Opportunities webpage for any updates to the bid including the posting of answers to questions received, bid revisions or addendums or any other updates. The direct link to the webpage is: https://www.queenslibrary.org/about-us/procurement-opportunities.

Bid Submissions: The response documents, composed of your Vendor Qualification responses, supporting documents (as required) and cost submissions, in either Microsoft Word, MS Excel or PDF format must be uploaded using the DropBox link below no later than 2:00 p.m. on November 4-12, 2021. If multiple files are uploaded, each submitted document name should be a clear reference to the section and information it contains, ex: “Resumes”, “Work Experience” and “Financials”.

Bid responses should be uploaded to DropBox using the link below:
https://www.dropbox.com/request/VoJzf5tKEDbo78MDPsPR
The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission due date under any circumstances (e.g., wi-fi limitations, internal web connectivity issues).

Bids received after the Due Date and Time are late and shall not be accepted. Unless the Library issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

The Library will not provide reimbursement for any costs or expenses incurred in connection with this bid, including the costs of preparing and submitting a response, providing any additional information or attending an interview. All material that is submitted in response to this bid will become the sole property of the Library.

Bid prices must be held for no less than 180 days from date of submission
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Attachment 1- Library Standard Terms/ Insurance
NYS Prevailing Wage:
I. **LIBRARY OVERVIEW**

The Library is an independent not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and other facilities located throughout the County of Queens in the State of New York. For a complete listing of current facilities please visit the Library’s webpage: [https://www.queenslibrary.org/about-us/locations](https://www.queenslibrary.org/about-us/locations).

The Library serves 2.4 million Queens residents, with an extensive collection of books, reference materials, periodicals, government documents, video and audiocassettes, records, compact discs, DVDs, and photographs and maps. The Library has a computerized integrated circulation and catalog system, state-of-the-art computer equipment in all community libraries, and the ability to provide information through free Internet access to the public. The Library offers a wide variety of reading, writing, and literacy programs, and functions as an integral part of the Queens community.

II. **SCOPE OF WORK**

The Library has decided to engage the expertise of qualified vendors to provide Heating and Air Conditioning Services (“HVAC”) and Boiler and Furnace Preventative Maintenance, Repair and New Installation Services throughout our system of libraries. Services include maintenance, repair and new installations. The Library intends to award contracts by Library regions and anticipates that the contracts shall commence in the second quarter of 2022, but may be adjusted as per the needs of the Library. The regions are Scope A- North Region, Scope B- South Region and Scope C- Flushing. Facilities by scope region and facilities that include boilers and furnaces are listed in the table below:

<table>
<thead>
<tr>
<th>Scope A- North Region</th>
<th>Scope B- South Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astoria - boiler</td>
<td>Arverne - furnace</td>
</tr>
<tr>
<td>Auburndale - furnace</td>
<td>Baisley Park - boiler</td>
</tr>
<tr>
<td>Bay Terrace - boiler</td>
<td>Bellerose - boiler</td>
</tr>
<tr>
<td>Bayside - furnace</td>
<td>Briarwood - boiler</td>
</tr>
<tr>
<td>Broadway - boiler</td>
<td>Broad Channel - furnace</td>
</tr>
<tr>
<td>Corona - furnace</td>
<td>Cambria Heights boiler/furnace</td>
</tr>
<tr>
<td></td>
<td>Central Library – boiler/furnace</td>
</tr>
<tr>
<td></td>
<td>Far Rockaway - furnace</td>
</tr>
<tr>
<td></td>
<td>Far Rockaway Teens - furnace</td>
</tr>
<tr>
<td></td>
<td>Forest Hills - boiler</td>
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<tr>
<td></td>
<td>Glen Oaks - boiler</td>
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<tr>
<td></td>
<td>Glendale - boiler</td>
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<tr>
<td></td>
<td>Hollis - boiler</td>
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<tr>
<td></td>
<td>Howard Beach - boiler</td>
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<td></td>
<td>Laurelton - boiler</td>
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</table>
As further described herein, the Successful Bidder(s) for each scope of work is to provide HVAC and Boiler and Furnace Preventative Maintenance, Repair and New Installation Services throughout our system of libraries. Services include maintenance, repair and new installations. For Scope A- North Region and Scope B- South Region, Bidders are to provide its HVAC and Boiler/Furnace Maintenance Services Pricing for five years, which captures the specified services and inclusive of specified materials.

In addition, Bidders are to provide a single Maximum Hourly Rate, which applies to all other HVAC, Boiler and Furnace services including new installations. The material mark-up for materials and equipment that is outside of the specified preventive maintenance services shall not exceed a twenty percent (20%) mark-up. In addition, at the Library’s written request, the Successful Bidder for each scope of services may be required to subcontract other trade work, which shall not exceed a twenty percent (20%) mark-up. Successful Bidders are required to accept work assignments outside of preventive maintenance that range from its single unit of its Maximum Straight Hourly Rate up to an estimated of $500,000.

For Scope C- Flushing, all work is to be performed at the Maximum Hourly Rate service schedule.

Bidders are to pay special attention to the scope of services detailed below which breaks out

<table>
<thead>
<tr>
<th>Kew Gardens Hills</th>
<th>Lefferts - furnace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Langston Hughes - furnace</td>
<td>Middle Village - furnace</td>
</tr>
<tr>
<td><strong>Scope A- North Region</strong></td>
<td><strong>Scope B- South Region</strong></td>
</tr>
<tr>
<td>Lefrak City</td>
<td>North Forest Park - boiler</td>
</tr>
<tr>
<td>Long Island City – two boilers</td>
<td>Ozone Park - furnace</td>
</tr>
<tr>
<td>Maspeth – boiler/furnace</td>
<td>Peninsula - boiler</td>
</tr>
<tr>
<td>McGoldrick - boiler</td>
<td>Queens Village - boiler</td>
</tr>
<tr>
<td>Mitchell-Linden - furnace</td>
<td>Rego Park - boiler</td>
</tr>
<tr>
<td>North Hills – boiler/furnace</td>
<td>Ridgewood - boiler</td>
</tr>
<tr>
<td>Pomonok</td>
<td>Rochdale Village - boiler</td>
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<tr>
<td>Poppenhusen - boiler</td>
<td>Rosedale - furnace</td>
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<tr>
<td>Queensboro Hill – boiler/furnace</td>
<td>St. Albans – furnace</td>
</tr>
<tr>
<td>Ravenswood</td>
<td>Seaside - boiler</td>
</tr>
<tr>
<td>Steinway - boiler</td>
<td>South Hollis – condensing boiler</td>
</tr>
<tr>
<td>Sunnyside - boiler</td>
<td>South Jamaica – condensing boiler</td>
</tr>
<tr>
<td>Whitestone - boiler</td>
<td>South Ozone Park - boiler</td>
</tr>
<tr>
<td>Windsor Park - furnace</td>
<td>Woodhaven - boiler</td>
</tr>
<tr>
<td>Woodside - boiler</td>
<td>Richmond Hill - boiler</td>
</tr>
</tbody>
</table>

**Scope C- Flushing**

As further described herein, the Successful Bidder(s) for each scope of work is to provide HVAC and Boiler and Furnace Preventative Maintenance, Repair and New Installation Services throughout our system of libraries. Services include maintenance, repair and new installations. For Scope A- North Region and Scope B- South Region, Bidders are to provide its HVAC and Boiler/Furnace Maintenance Services Pricing for five years, which captures the specified services and inclusive of specified materials.

In addition, Bidders are to provide a single Maximum Hourly Rate, which applies to all other HVAC, Boiler and Furnace services including new installations. The material mark-up for materials and equipment that is outside of the specified preventive maintenance services shall not exceed a twenty percent (20%) mark-up. In addition, at the Library’s written request, the Successful Bidder for each scope of services may be required to subcontract other trade work, which shall not exceed a twenty percent (20%) mark-up. Successful Bidders are required to accept work assignments outside of preventive maintenance that range from its single unit of its Maximum Straight Hourly Rate up to an estimated of $500,000.

For Scope C- Flushing, all work is to be performed at the Maximum Hourly Rate service schedule.

Bidders are to pay special attention to the scope of services detailed below which breaks out...
bidders’ responsibilities under its pricing for its HVAC and Boiler/Furnace Maintenance Services Pricing and other services that fall under bidder’s Maximum Hourly Rate. All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

A. All Scopes of Services- General

Note:
• For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.

• All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

1. The Successful Bidder shall provide all labor and materials necessary to perform all maintenance and repair as specified herein for heating, ventilating and air conditioning equipment at all community library facilities for designated equipment and identified boiler or furnace facilities with that require maintenance service. Systems are to be fully operational during the term of the contract. The Library intends to award separate contracts by North and South Regions, and Flushing.

2. Bidders shall field verify all library locations and thoroughly examine all requirements of this bid. The failure or omission of any Bidder to fully examine the specification and site conditions shall in no way relieve the contractor from any obligations with respect to performance of the proposed contract and the contemplated work therein, for the consideration set forth by the contractor in the bid submission.

3. Site Inspection (Optional): Firms that would like to schedule an inspection of a Library facility must request a site inspection be sending an email to BIDcontact@queenslibrary.org no later than October 14, 2021.

4. Throughout this bid, the Library has attempted to identify HVAC, boiler and furnace equipment. Bidders are responsible for providing services in accordance to this bid and bidders’ bid price. Bidders are responsible for site inspections, viewing and inspection of equipment at each location and to verify equipment and to know what equipment is in place at each location and reflected in its bid price. Of note these branches have the following equipment:

a. Equipment specification for Scope A. North Elmhurst Community Library is as follows:
   i. Dual duct system for heating and cooling consisting of boiler and air handling unit.
   ii. Condenser unit (Task manufacturer, 30 ton) on roof and direct expansion coil in air handling unit (Mainstream manufacturer, custom unit, 10,000 CFM).
   iii. Gas fired hot water boiler (Lochinvar manufacturer) rated at 600mbh.
b. Equipment specification for Scope A. North Hunters Point Community Library is as follows:
   i. Split system – 6 story building (22,000 sq. ft.), 3 chillers, 4 air handlers (4 pipe system) - 78 tons total.
   ii. Library outside building has small split system – 3 units Mitsubishi 2 tons each.
   iii. Two Lochinvar boilers.

c. Equipment specification for Scope A. North Kew Garden Hills Community Library is as follows:
   i. 5 Aon units zoned and located on the roof (12,000 sq.ft.)
   ii. One (1) large water heater in the sub-basement (no boiler). Still under construction and as such no site surveys will be permitted. Please provide estimate based on these specifications.

5. The Successful Bidder shall maintain all heating, ventilation and air conditioning equipment fully operational capacity in all respects, in a state of good repair and efficiency of operation, in compliance with all regulations of agencies having jurisdiction and in accordance with the best commercial practices acceptable to the industry, before the commencement of each heating and cooling season. In addition to the heating and AC equipment and systems indicated in this specification, contractor shall have the capability to access and adjust, as required, Carrier Comfort Network, Johnson Metasys, Andover and Invensys System Building Management Systems (BMS) controls. For those facilities identified with boilers or furnaces, the Successful Bidder shall have the responsibility of maintaining those systems.

6. The air conditioning equipment, systems parts and services included in the HVAC and boiler/furnace maintenance services pricing (to be purchased and installed by the Successful Bidder at no extra cost to the Library) includes, the following equipment which serves air conditioning systems, unless otherwise indicated:
   a. Compressors
   b. Dry coolers
   c. Blowers
   d. Damper motors
   e. Exhaust fans
   f. Pumps

7. The heating equipment and systems included in the HVAC and boiler/furnace maintenance services pricing (to be purchased and installed by the Successful Bidder at no extra cost to the Library) all gas and oil burners, pumps, dampers, damper motors, operating and safety controls, associated control wiring, high and low limit controls, water level controls, gauges, expansion tanks, etc. unless otherwise indicated (see Section M- All Scopes of Services-Excluded From HVAC and Boiler/Furnace Maintenance Services Pricing.)

8. In addition to the Library AC equipment described in this specification involving seasonal maintenance service, the current existing equipment listed below at the Central Library (CEL) serving selected public and staff spaces, computer and telephone equipment, etc. is included
in the HVAC and boiler/furnace maintenance services pricing and is to be **maintained fully operational seven (7) days per week, twenty-four (24) hours per day, during all seasons of the year:**

9. The Successful Bidder shall perform complete maintenance service, inspections and emergency calls for all equipment included under this contract. This service shall consist of thorough maintenance and repair work in accordance with the best commercial practices and in accordance with all regulations of agencies having jurisdiction, as appropriate and required, in order to provide for fully operational systems running at optimal performance. All is included in the Bidder’s HVAC and boiler/furnace maintenance services pricing.

10. The Successful Bidder’s service shall include, but is not limited to, providing all labor, materials, equipment, parts and tools necessary to lubricate, adjust and replace all integral parts as necessary, clean air cooled condensers and evaporator coils, and performing a thorough servicing of all systems to maintain them in continuous operating condition. Service shall
include, but is not limited to, performing two (2) preventive maintenance and routine operating inspections per year for all air conditioning equipment and one (1) preventive maintenance and routine operating inspection per year (in mid-season) for all heating equipment at each facility. All is included in the Bidder’s HVAC and boiler/furnace maintenance services pricing.

11. The Successful Bidder shall test equipment and system(s) for proper operation upon completion of work. Systems shall be left in a fully operational condition prior to contractor’s personnel leaving the job site. All is included in the Bidder’s HVAC and boiler/furnace maintenance services pricing.

12. All labor for regular and emergency service is to be included in Bidder’s bid price submission. For the duration of this contract, the Successful Bidder shall provide emergency services twenty-four hours, seven days a week (24/7), when HVAC systems fail to start, shut down or when it becomes necessary to readjust, repair or replace any components covered in this contract as necessary to keep the systems operating properly. Response time shall not exceed two (2) hours maximum following receipt of any call for service.

**Liquidated Damages:** Failure of the Successful Bidder to respond within two (2) hours subjects the Successful Bidder to liquidated damages. Liquidated damages of fifty dollars ($50) shall be applied to each half hour period after the two hour response time. Liquidated damages will be deducted from the branch monthly service invoice for Scope A- North and Scope B- South. For Scope C- Flushing, liquated damages will be deducted from an invoice for hourly services. The Library’s VP for FES, reserves the right to waive liquidated damages in whole and in part.

13. The Successful Bidder shall perform complete maintenance service, inspections and emergency calls for all equipment included under this contract. This service shall consist of thorough maintenance and repair work in accordance with the best commercial practices and in accordance with all regulations of agencies having jurisdiction, as appropriate and required, in order to provide for fully operational systems running at optimal performance.

14. The Successful Bidder service shall include, but is not limited to, providing all labor, materials, equipment, parts and tools necessary to lubricate, adjust and replace all integral parts as necessary, clean air cooled condensers and evaporator coils, and performing a thorough servicing of all systems to maintain them in continuous operating condition. Service shall include, but is not limited to, performing two (2) preventive maintenance and routine operating inspections per year for all air conditioning equipment and one (1) preventive maintenance and routine operating inspection per year (in mid-season) for all heating equipment at each facility.

15. The Successful Bidder shall test equipment and system(s) for proper operation upon completion of work. Systems shall be left in a fully operational condition prior to contractor’s personnel leaving the job site.
16. The Successful Bidder shall schedule regular maintenance during normal working hours which are 8:00 a.m. - 5:00 p.m., Monday-Friday, including any holidays when the Library is open to the public. See library holiday closings below.

Library Holiday Closings
New Year’s Day
Martin Luther King, Jr. Day
Presidents’ Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

(If July 4th, New Year’s Day, Veterans Day and Christmas Day falls on a weekend, observed day will vary.)

B. Routine A/C Start-Up Procedures- All Scopes of Services-

Note:
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.
- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

The Successful Bidder shall perform the following requirements one (1) time per year with equipment to be operational by April 1st for the air conditioning season of each contract year:

1. Check and record the following readings to ensure optimal performance during start-up procedure, providing a report to designated CFM staff within five (5) working days following start-up:
   a. Entering and leaving refrigerant temperature
   b. Condensing temperature and pressure
   c. Suction temperature and pressure
   d. Oil discharge pressure
   e. Oil level and color
   f. Unloader operating points (if equipped)
   g. Voltage and amperage draw of compressors and fan motors

2. Inspect wiring insulation between motors and starters and electrical connections for switches, relays and contactors, checking for tightness and proper operation.

3. Inspect moisture indicators; replace filter drier cores as required.
4. Check settings and operation of thermostatic expansion and solenoid valves, and inspect and adjust operating and safety controls.

5. Check superheat adjustment and hot by-pass controls (if equipped).

6. Lubricate all bearings as required and inspect, adjust or replace all belts as required.

7. Pressure clean condenser and evaporator coils, applying chemical solution as required. Wire brush and punch water tube condensers one (1) time per season at start-up.

8. Leak test and repair unit if refrigerant loss is indicated, and trim refrigerant charge as required. For all occurrences which require trimming of refrigerant charge or leak test / repair, contractor shall have the capability of evacuating and reclaiming CFC refrigerant, in compliance with all current applicable codes and ordinances of agencies having jurisdiction.

C. Routine A/C Operating Service Inspection- All Scopes of Services

Note:
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.

- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

The Successful Bidder(s) shall perform the following requirements two (2) times per each contract year at each facility:

1. Check, record and provide a report to designated Library staff on the following:

   a. Entering and leaving refrigerant temperature
   b. Condensing temperature and pressure
   c. Suction temperature / pressure
   d. Oil discharge pressure
   e. Oil level and color
   f. Unloader operating points (if equipped)
   g. Voltage and amperage draw of compressors and fan motors
   h. Inspect moisture indicators, replace filter drier cores as required
   i. Check and adjust operation and setting of thermostatic expansion and solenoid valves
   j. Check and adjust operating and safety controls
   k. Leak test and trim as required
D. Routine A/C End of Season Annual Maintenance- All Scopes of Services

Note:
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.
- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

The Successful Bidder shall perform the following requirements one (1) time each contract year after October 31st at each facility:

1. Perform routine end of season procedures, providing a written report to designated CFM staff following shut-down, by November 30th of each year:
   a. Check oil level and color and test for acidity
   b. Replace compressor oil every other year or sooner if test indicates high moisture level or acidity
   c. Replace filter drier core(s) as indicated by moisture content
   d. Leak test unit in its entirety, including compressor(s), refrigerant piping and condenser coils; repair as necessary (see below regarding unit price alternate)
   e. Check and clean all motor and compressor contacts
   f. Check compressor discharge valve for leaks
   g. Check all compressor motors and record readings and provide in report
   h. Check condition and set points of all operating and safety controls including, but not limited to, the following:
      i. Oil Pressure switch
      ii. High / low pressure cut-outs
      iii. Crankcase heaters
      iv. Brine thermostats
      v. Cycling timer
      vi. Fan controllers
      vii. Flow switches
      viii. Additional manufacturer’s supplied safety or control devices

2. Clean and wire brush condenser coils, drain all condensate pans. If cleaning and wire brushing it must be performed more than one (1) time per year, then it shall be completed at no additional charge to the Library.
E. Heating System Maintenance- Scopes A. North and B. South

Note:
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.

Libraries heating system types are as follows:

Scope A North Region: Gas Fired Libraries:

<table>
<thead>
<tr>
<th>LIBRARIES REGION I - NORTH</th>
<th>HEATING SYSTEM</th>
<th>LIBRARIES REGION I - NORTH</th>
<th>HEATING SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astoria</td>
<td>Hot Water</td>
<td>Langston Hughes</td>
<td>Forced Air</td>
</tr>
<tr>
<td>Auburndale</td>
<td>Forced Air</td>
<td>Lefrak City*</td>
<td>TBD</td>
</tr>
<tr>
<td>Bay Terrace</td>
<td>Hot Water</td>
<td>Long Island City</td>
<td>Forced Air</td>
</tr>
<tr>
<td>Bayside</td>
<td>Forced Air</td>
<td>Maspeth</td>
<td>Forced Air / HTW</td>
</tr>
<tr>
<td>Broadway</td>
<td>Hot Water</td>
<td>McGoldrick</td>
<td>Hot Water</td>
</tr>
<tr>
<td>Corona</td>
<td>Forced Air</td>
<td>Mitchell-Linden</td>
<td>Forced Air</td>
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<td></td>
<td></td>
<td>North Hills</td>
<td>Forced Air / HTW</td>
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<tr>
<td>Douglaston</td>
<td>Hot Water</td>
<td>Pomonok*</td>
<td>AH Maintenance Only</td>
</tr>
<tr>
<td>East Elmhurst</td>
<td>Hot Water</td>
<td>Poppenhusen</td>
<td>Steam</td>
</tr>
<tr>
<td>East Flushing</td>
<td>Hot Water</td>
<td>Queensboro Hill</td>
<td>Forced Air / HTW</td>
</tr>
<tr>
<td>Elmhurst</td>
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<tr>
<td>Fresh Meadows*</td>
<td>AH Maintenance Only</td>
<td>Steinway</td>
<td>Hot Water</td>
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<td>Hillcrest</td>
<td>Forced Air</td>
<td>Sunnyside</td>
<td>Hot Water</td>
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<td>Hunters Point</td>
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<td>Whitestone</td>
<td>Hot Water</td>
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<tr>
<td>Jackson Heights</td>
<td>Hot Water</td>
<td>Windsor Park</td>
<td>Forced Air</td>
</tr>
<tr>
<td>Kew Gardens Hills</td>
<td>Hot Water Heater</td>
<td>Woodside</td>
<td>Steam</td>
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* Rental facility – Air Handler (AH) Maintenance Only

HEATING SYSTEMS (cont.)

Scope B South Region: Gas Fired Libraries (cont.)

<table>
<thead>
<tr>
<th>LIBRARIES REGION II - SOUTH</th>
<th>HEATING SYSTEM</th>
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</thead>
<tbody>
<tr>
<td>Arverne</td>
<td>Forced Air</td>
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<tr>
<td>Briarwood</td>
<td>Hot Water</td>
<td>Peninsula</td>
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<td>Rego Park</td>
<td>Hot Water</td>
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<tr>
<td>Central Library</td>
<td>Forced Air / HTW</td>
<td>Ridgewood</td>
<td>Steam</td>
</tr>
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<td></td>
<td></td>
<td>Rochdale Village</td>
<td>Hot Water</td>
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</table>
### F. Routine Heating Start-Up Procedure- All Scopes of Services

**Note:**
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.

- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

The Successful Bidder(s) shall perform the following requirements one (1) time each year with equipment operational for the heating season by October 1st at each facility.

1. Completely brush, vacuum and clean entire boiler, sections, tubes, draft hoods, flue piping, base of chimney, firebox and burner assemblies. Clean all primary and secondary air passages of any residue. Inspect combustion chamber and report deficient conditions to CFM designated staff.

2. Remove and replace oil burner nozzles, Central’s nozzles are to be maintained and replaced when needed at no additional cost, inspect and clean draw assemblies, blast tubes of any residue, inspect, clean and adjust electrodes, remove and clean flame sensing eye. Adjust all ignition assemblies for proper gap and depth, remove and clean pump strainers, supply line strainers, replace oil filters and lubricate burner motors.

3. Inspect, test and adjust gas burners for proper operation, clean and adjust all blast tubes, burner trays, pilot light assemblies and all electronic ignitions.

4. Lubricate circulating and condensate pump motors, oil pumps, draft inducers and other moving parts as required. Replace leaking or worn circulating and condensate pump bearing assemblies, couplings and defective pump motors.

5. Check for proper operation and adjust, repair or replace as necessary pressure controls, manual reset controls, thermostats, aquastats and other operating controls not specifically mentioned.

6. Flush out all sediment from blow off valves on automatic water feeders, pump controllers and low water cut off controls. Replace blow off assemblies that are not operating effectively.
7. Fill all heating coils that were drained at the end of the previous heating season and check for leaks, repairing as necessary.

8. Test fire each heating system. Test all operating controls, safety devices and flame failure circuits, replacing if malfunctioning. Test gas pressure at gas manifold with a manometer device and reset pressure as required. Run through a complete heating cycle and perform combustion analysis utilizing standard combustion testing instruments.

9. Adjust all primary and secondary air shutters and all linkages on low and high fire shutters. Perform a carbon monoxide test on all gas fired heating equipment. Post a tag listing the results of the smoke sampling, CO$_2$, draft settings over fire and at breaching, carbon monoxide reading, net stack temperatures and combustion efficiency. Adjust all draft controls and air shutters to obtain maximum efficiency.

G. Mid-Season Service- All Scopes of Services

Note:
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.

- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

The Successful Bidder(s) shall perform the following requirements between January 1$^{st}$ and February 1$^{st}$ at each facility for each contract year:

1. Replace all oil filters, clean oil pump strainers, check and adjust electrodes for proper firing, replace as necessary.

2. Check and adjust as required all pressure controls, manual reset controls, aquastats and other operating controls not specifically mentioned.

H. End of Season Service- All Scopes of Services

Note:
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.

- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

The Successful Bidder shall perform the following requirements one (1) time per year after April 30$^{th}$ at each facility:

1. Shut down heating system.
2. Turn off all pilots; turn off electrical switches to heating system.

3. Drain hot water coils in combination heating and air conditioning systems to prevent rupture of coils due to freezing.

4. Close and tag gas supply valves and oil supply as applicable.

5. Provide written report to designated CFM staff following shut-down by May 31\textsuperscript{st} of each year. Recommended work to be discussed with Maintenance Manager and performed during off season (see section below regarding reports).

I. Heating System- All Scopes of Services

Note:
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.

- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

1. Heating equipment shall include, but is not limited to, maintenance of the following:
   a. Gas and oil burners and ancillary equipment.
   b. Circulator pumps, motors, seals and gaskets.
   c. Vacuum/condensate pumps, motors, seals, gaskets and tanks.
   d. Boiler operating / safety controls and associated wiring, including but not limited to, high / low limit controls, water level controls, safety relief valves, sight glasses and operating gauges.
   e. Feed water system equipment, including but not limited to, pressure reducing valves, automatic feed valves and control valves.
   f. Expansion tanks.
   g. Coils and air handlers.
   h. Damper motors.
   i. Thermostats.
   j. Central Library boilers - smoke detection alarm equipment.

J. Reports- All Scopes of Services

Note:
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.

- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

1. Prior to the commencement of work on this contract, the Successful Bidder shall submit a report for each heating and air conditioning system utilizing nameplate data as available or other resources, indicating boiler or furnace make / model number, burner make / model
number, firing rate in GPH or CFH, rating in HP and BTU / HR, type of A/C unit, make / model, tonnage and other relevant operating data as appropriate.

2. The Successful Bidder shall maintain a system of records and other documentation pertaining to the maintenance, repair and costs of the systems, to the extent and in such detail as will properly and adequately reflect the air conditioning and heating systems maintenance history. This shall include reports on work performed, parts used and operating data.

3. Upon completion of each air conditioning / heating season the Successful Bidder shall furnish a written report describing the recommended scope of work for repair or replacement of major equipment or components identified in the contract, or for items not covered under this agreement, to be evaluated by the Library to be accomplished during the off-season as applicable.

4. The Successful Bidder’s end of season(s) report is to be received by the Library at time of payment for end of season(s) service. Failure to provide report would result in the retainage of monthly payment until report is received by CFM.

5. Work performed and materials furnished shall be subject to inspection and approval by CFM in order to process payment. Performance of work shall be substantiated in the following manner:

   a. A field report and work ticket must be signed by contractor’s representative and the Library facility supervisor or custodian verifying time of contractor’s arrival, time of completion of work, work performed and materials used.

   b. One (1) copy of field report is to be forwarded to CFM, within five (5) days of completion of work.

   c. One (1) copy of field report must be submitted with invoice for payment.

6. System-wide A/C tonnage and heating system type per location is provided in chart form below for informational purposes. The Library will update information regarding anticipated new and abandoned equipment and/or construction of new facilities, closing of existing buildings or other conditions affecting the contractor’s provision of service during the life of this contract for air conditioning or heating.
## QUEENS LIBRARY – APPROXIMATE EXISTING A/C TONNAGE

<table>
<thead>
<tr>
<th>CODE</th>
<th>LIBRARY</th>
<th>SQ. FT.</th>
<th>BLDG OPEN</th>
<th>NO. LEVELS</th>
<th>A / C TONS</th>
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<th>Heating / AC</th>
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<td>TBD</td>
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<td>MG</td>
<td>McCOLDRICK</td>
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<td>QUEENSBORO HILL</td>
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<td>WP</td>
<td>WINDSOR PARK</td>
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<td>WS</td>
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</table>

* Rental facility

(See South Region continuation below)

## QUEENS LIBRARY – APPROXIMATE EXISTING A/C TONNAGE

<table>
<thead>
<tr>
<th>CODE</th>
<th>LIBRARY</th>
<th>SQ. FT.</th>
<th>BLDG OPEN</th>
<th>NO. LEVELS</th>
<th>A / C TONS</th>
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<th>Heating / AC</th>
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<tbody>
<tr>
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<td>REGION II – SOUTH</td>
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<tr>
<td>AR</td>
<td>ARVERNE</td>
<td>5,000</td>
<td>1964</td>
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<td>312 Beach 54th St, Arverne 11692</td>
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<tr>
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<td>BELLEROSE</td>
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Total Approximate Tonnage System-Wide – 2,830

(P) – Partial
PH - Penthouse

K. Scope C- Flushing Only

Note:
- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

The Successful Bidder to provide all labor and materials necessary to perform air conditioning and heating maintenance services at the Flushing Library, 41-17 Main Street, Flushing, New York 11355 under the Maximum Hourly Rate Schedule. Flushing Library is undergoing the planning stages for a new HVAC system. The equipment and scope of work listed below is subject to change.
<table>
<thead>
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<th>Equipment Type / Location</th>
<th>Qty.</th>
<th>Manufacturer</th>
<th>Model #</th>
<th>Serial #</th>
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<td>Paraflow Absorption Chiller</td>
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<td>York</td>
<td>YPCFD12S21</td>
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<td>HAB</td>
<td>HAEM000718</td>
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1. Cooling season start-up to include, but is not limited to, the following:
   a. Start and operate Paraflow equipment to ensure proper timing sequence and draft conditions.
   b. Record Paraflow equipment operating data, noting conditions, temperatures, pressures, performance, leakage / tightness, unusual noises, vibrations, etc.
   c. Check operation and performance of solution, refrigerant and purge pumps and purging system.
   d. Check and adjust as necessary Paraflow equipment safeties and controls to assure compliance with manufacturer’s standards and specifications.
   e. Conduct solution inspection to ensure reliable and economic operation, to consist of removal of solution sample and performance of laboratory analysis and the addition of inhibitor or other chemicals as required based on solution analysis results.

2. Operating season inspections include, but are not limited to, the following:
   a. Conduct three (3) operating inspections per year to ensure units are operating properly and efficiently throughout the cooling season, at the peak of cooling requirements and at the end of the cooling season.
   b. Record Paraflow equipment operating data noting general conditions, temperatures, pressures, performance, unusual noises and vibrations.
   c. Inspect solution, refrigerant and purge pumps operation / performance; change purge pump oil as necessary.

3. Energy source inspection to include, but is not limited to, the following:
   a. Inspect condition and integrity of combustion chamber (direct fired models only).
   b. Adjust burner and perform combustion analysis as necessary to ensure optimum performance of the Paraflow equipment (direct fired models only).
   c. Inspect solution, refrigerant and purge pumps operation / performance; change purge pump oil as necessary.
   d. Inspect all electrical connections, switches, contactors, relays, safeties, controls, etc. for tightness and proper operation.
   e. Inspect all water system interlocks and circulation equipment for proper operation.
f. Obtain and analyze steam condensate sample; adjust steam and condensate valves to ensure optimum performance.

g. Check operation of exhaust gas modulating damper (heat recovery models only).

4. Annual shut-down inspection to include, but is not limited to, the following:

   a. Record Paraflow equipment operating data noting conditions and all other applicable information.

   b. Stop the Paraflow equipment observing and confirming safe design shutdown.

   c. Check solution, refrigerant and purge pumps operation, changing oil as required; check solution and refrigerant pump operation; conduct bromide system leak check and repair all leaks as required.

   d. Check electrical connections, switches, contactors, relays, safeties, controls etc. for proper operation and tightness.

   e. Inspect all water system interlocks and circulation equipment for proper operation.

   f. Check exhaust gas flue, stack, dampers, etc. for leakage and proper operation.

   g. Check temperature and pressure gauges for proper operation.

   h. Disconnect and reconnect all required piping to remove / replace heads to perform mechanical tube brushing of condenser and absorber tubes.

   i. Remove and replace rupture disc as required.

   j. Review Paraflow equipment operating history / reports with appropriate CFM staff; operating history reports to be provided to CFM for manufacturer’s representative review as requested.

5. Heating season start-up conversion and seasonal inspections (three (3) times during heating season) to include, but are not limited to, the following:

   a. Initial conversion of units from cooling to heating mode, following proper procedures and manufacturer’s recommendations.

   b. As per start-up, operating and shut-down procedures and inspections designated in sections above, check and record all relevant temperatures, pressures, etc. for proper operation and adjust all components as required for
safe, optimum system performance, in conformance with the best commercial practices and manufacturer’s recommendations.

6. Water pumps seasonal and operating and shut-down inspections are to include, but are not limited to, the following:
   a. Check and clean pump strainers, and inspect motor and pump coupling connections.
   b. Start pumps verifying proper operation.
   c. Measure and record pressure drops to verify proper operation.

7. Water pumps operating season inspections are to include, but are not limited to, the following:
   a. Check pump strainers for blockage, inspect impellers and seals, verify integrity of cooling connection between pump and motor and record pressure drop readings.

8. Annual shut-down inspections are to include, but is not limited to the following:
   a. Check and clean pump strainers, clean in-line condenser water loop strainers, grease motor bearings, inspect impellers and seals for wear and replace as required. Inspect condition of coupling connections and ensure proper operation.

10. Central station air handling equipment seasonal start-up includes, but is not limited to, the following:
    a. The verification of the integrity of all flexible duct connections to all units.
    b. Check and record amps and volts of fan motors and check operation of motor starters.
    c. Inspect cabinet for air and water leaks.
    d. Observe integrity of insulation.
    e. Verify damper and damper motor operation.
    f. Inspect coil area and coil fans.
    g. Check the operation of heating mechanisms, safety and exhaust devices while system is in heating mode.
    h. Verify the overall operation of each unit and provide operating report to CFM.

11. Seasonal operating inspections of air handling equipment shall occur three (3) times per season and is to include, but is not limited to, the following:
    a. Inspect spring isolators for proper tension and float. Verify tightness of motor mounts and verify that flexible duct connections are intact.
b. Check fans for excessive vibration, inspect belts and pulleys during operation, and check magnetic starter operation.

c. Inspect cabinets for air and water leaks, inspect condition of air filters, check water or steam coils for cleanliness.

d. Check operation of electric or gas-fired heating units.

e. Check inlet screens for cleanliness and blockages.

12. Air handling equipment seasonal shut-down includes, but is not limited to, the following:

a. Check for proper operation and adjust all components as required for safe, optimum system performance that are in conformance with the best commercial practices and manufacturer’s recommendations.

b. Clean starter contacts and check for wear, burning, pitting and signs of overheating.

c. Check belts for wear, cracks and tension and check pulley grooves for smooth wear.

d. Remove fan guards for inspection and the cleaning of blades. Inspect and lubricate fan and motor bearings, observe bearing movement and rotation and inspect conditions of bearings. Check variable inlet vanes for mechanical integrity.

e. Check drain pans and drain lines for dirt and sludge build-up and check operation of drains.

f. Check cleanliness of water and steam coils, clean as applicable and winterize water coils as required. Check humidifier sprays, grids and pans for scale build-up and plugging. Inspect and adjust as required steam pan float valve.

g. Check amps and volts of each electric heating stage, check tightness of connections and condition of fuses, gas-fired pilot, flame, gas valves, burners, thermocouples, heat exchanger and flue for proper operation.

13. Operating inspections of all air handling unit’s air modulating equipment is to occur three (3) times per year and includes, but is not limited to, the following:

a. Diagnose system deficiencies, identify system needs, calibrate equipment and system as required to maintain proper operation.

b. Test power supply, power regulating components, board voltages, check terminations and replace suspect faulty components in advance to prevent system failure.

c. Recommend necessary modifications, replacements, upgrades or repairs as part of seasonal reporting procedures.
14. Operating inspections of air compressors are to occur three (3) times per year and includes, but is not limited to, the following:
   a. Check for proper operation and adjust all components as required for safe, optimum system performance, in conformance with the best commercial practices and manufacturer’s recommendations with additional components.
   b. Replace oil and filter as required.

L. Boiler and Furnace Services- All Scopes of Services

Note:
- For Scope A- North Region and Scope B- South Region all items in this section are included in Bidder’s HVAC and Boiler/Furnace Maintenance Services Pricing.
- All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

1. The Successful Bidder to provide boiler and furnace services and to include the cost to perform these services in their bid submissions. The Successful Bidder(s) to provide all labor and materials necessary to perform preventative maintenance boiler and furnace services monthly November 1st through April 15th for all library locations as provided in each bid sheet. All general conditions of this bid and other provisions of the specification regarding maintenance, service, report, reporting, etc. are to be applied to the contract requirements under boiler services and are to be considered as if reproduced in full.

2. The Successful Bidder to assign a technician to be skilled in routine testing and inspection for boiler and furnace operation and capable of repairing and/or making appropriate recommendations for reparations if required.

3. Boiler or furnace components to be serviced may include but not limited to air filters, pressure regulators, safety relief valve and switches, water column gauge, low water fuel cut-off, circulating, and return pumps and burner. Note: Internal inspection of low-water fuel cut-off to be performed annually and scheduled with Maintenance Manager during the off-season.

4. A sample of the Library’s internal monthly boiler and furnace preventative maintenance log to be provided upon request. Log will be posted and to remain on-site near boiler and furnace locations.
M. All Scopes of Services-
Note:
• Excluded From HVAC and Boiler/Furnace Maintenance Services Pricing.
• All Work Subject to Bidder’s Maximum Hourly Rate and Twenty (“20”) Percent Mark-up on Parts and Materials

Bidder acknowledge an understand that all parts and labor for scope of services item A through L, with the exception of Scope C- Flushing, are covered by Bidder(s) HVAC and Boiler/Furnace Maintenance Services Pricing for each of the scope of services responded to. All other services including new installations are subject to Bidder(s)’s maximum hourly rate and any parts and materials shall not exceed a twenty (“20”) percent mark-up. Activities shall include:

1. Heating systems exclusions subject to Bidder’s maximum hourly rate and 20 percent parts and materials mark-up:
   a. Duct repair / replacement.
   b. Electrical wiring from disconnect switches to distribution panels.
   c. Re-tubing of boilers or heat exchangers.
   d. Replacement of boiler sections.
   e. Breeching and flues.
   f. Painting of equipment.
   g. Replaceable air filters.
   h. Radiators and water heaters.
   i. Water treatment.
   j. Labor necessary to restart burners when on safety for the reasons listed below:
      i. Blown fuses / tripped circuit breakers.
      ii. Lack of oil in tank.
      iii. Closed valves.
      iv. Open switches.
      v. Interrupted electrical service.
      vi. Unauthorized modifications.
      vii. Vandalism.
      viii. Damage caused by fire, flooding and / or power failure.

2. All new installations are subject to maximum hourly rate and 20 percent parts and materials mark-up.

3. Air conditioning parts and services exclusions subject to Bidder’s maximum hourly rate and 20 percent parts and materials mark-up:
   a. Air handling units
   b. Chillers
   c. Condensers
   d. Cooling towers
   e. Dampers
   f. Ductwork
g. Window units
h. Water lines and water treatment
i. Electrical wiring from disconnect switches to distribution panels
j. Re-tubing of condensers, chillers or other heat exchangers
k. Scraping and painting of equipment
l. Replaceable air side filters
m. Electrical power disconnector or circuit breakers
n. Structural supports
o. Additional equipment recommended or required by insurance companies, state or municipal governments or other agencies, unless identified as part of included equipment above
p. Ductless split installations

4. For items 1 through three above, the Library shall have the ability to direct the Successful Bidder(s) to perform work at selected facilities as required based on the pricing structure provided under this bid. The Successful Bidder(s) shall not charge the Library in excess of one (“1”) hour travel time for each of its personnel arriving at a Library facility. The Successful Bidder(s) shall waive its travel (“1”) hour travel time charge when it does not arrive at a facility within a two hour window when required by the Library. In its performance of actual services for the Library, if the Successful Bidder needs to travel from a Library facility to the Successful Bidder’s facility and/or a parts warehouse, the Successful Bidder(s) shall not charge the Library in excess of one (“1”) hour travel time of its personnel leaving a Library facility. For shop fabrications, the Successful Bidder shall charge the Library for time actually spent performing such services in accordance to the contract hourly rates.

9. For all work covered under Section M and all work for Scope C.- Flushing, the Successful Bidder shall provide regular service 8:00 a.m. - 5:00 p.m., Monday through Friday, including any holidays when the Library is open to the public on straight-time rates. Work performed at times other than regular working hours, Saturdays or for Sundays or holidays when The Library is not open to the public shall be on overtime and premium time rates, respectively, as required (see Bid Pricing Sheets).

10. The Successful Bidder(s) shall agree and accept that maximum percentage mark-up of materials, equipment, and subcontracting of other trade work related to the project shall not exceed twenty percent (20%). The Successful Bidder shall provide reference to trade supply house publication used by the Successful Bidder or other documentation as appropriate in order to substantiate materials prices. The subcontracting of other trade work requires the approval of the Library as communicated by the Procurement Department.

11. If the Library requires the Successful Bidder to purchase permit, performance bonds, other bonds or similar requirements, the Library shall reimburse the successful Bidder at costs.

12. The Library will then implement individual project as required by obtaining a SOW from the Successful Bidder based on project scope, as per the contract unit prices. Upon acceptance by the Library of the SOW, the Library will execute a Purchase Order to the Successful Bidder for the individual project, and the Successful Bidder to submit an invoice for work performed.
13. The Successful Bidder shall properly utilize the SOW to indicate all of the necessary labor and material costs required to provide a price for the job. The submission per location for all aspects of the work is to be a firm price. Any adjustments as required during the job based on the price rate structure shall be approved by designated Library personnel.

14. The Library anticipates that the Successful Bidder will provide timely and correct SOW proposals within three working days following Library’s request for submission of SOW. Repeated failure to submit timely and correct SOW proposals in response to requests may be cause for the Library to rescind award of this service agreement.

15. Based on issuance of a Purchase Order to affect work, the Successful Bidder is expected to commence work within three working days and is expected to complete the work within the time frame estimated on the SOW (as required). All emergency work to be coordinated accordingly with Library’s authorized representative in order to expedite performance of work and occur within two hours.

16. All invoicing by the Successful Bidder shall clearly identify project location and associated Purchase Order (“PO”) number, including invoicing for partial progress payments. The Successful Bidder’s invoice(s) is anticipated to match The Library approved SOW, including any subsequent approved Work Sheets or adjustments to the POs based on field conditions or other factors impacting the project. Failure by the Successful Bidder to identify appropriate PO # may impact timeliness of payment(s).
**NOT TO BE COMPLETED FOR THE BID-**
**TO BE USED BY AWARDED FIRMS**

**VENDOR STATEMENT OF WORK ("SOW")**

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<th>Specification #:</th>
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**Labor Required:**

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<th>Premium Time Sun-Hol Rate / Hr.</th>
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Sub-Total Proposed Labor Cost $ __________

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Sub-Total Proposed Materials Cost $ __________

**Reimbursable Expenses:**

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* Total Proposed Project Cost $ __________
Lump Sum:
(Lump sum to be provided only at the request of the Library’ Procurement Department. Lump sums shall not exceed the contract maximum straight hourly rate and twenty percent mark-up for materials equipment, and subcontracting.)

Labor cost: $___________
Number of Labor Hours: #___________
Cost for Materials, equipment, and subcontracting: $___________
Percent Mark-up: %___________
Total Cost for Materials, equipment, and subcontracting: $___________
Total Lump Sum $___________

* Billing to be verified with proper documentation as per relevant sections of service contract.

Library Department: ____________________ By: ___
Title: ____________________ Initials: __

**************************************************************************************************************

The Queens Borough Public Library authorizes the Contractor to perform the work stated herein based upon the rates, fees, estimated costs, and anticipated completion time as outlined herein, and as per the contract provisions contained in the Master Agreement. The total dollar amount set forth above shall reflect the total time anticipated to complete the project and shall not exceed the estimated costs stated herein. If additional work or changes to the total dollar amount become necessary, Contractor must obtain written authorization from the Library prior to the commencement of work.

This SOW may only be modified by a signed writing, executed by both Parties, that expressly indicates any such modification. This SOW may be executed in two or more counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

Agreed to and Accepted by:

QUEENS BOROUGH PUBLIC LIBRARY  CONTRACTOR

Signature  ____________________

Dennis M. Walcott, President & CEO
(Printed Name)

Signature  ____________________

Date: ____________________

(Received / SSN)
N. Applicable for Scope of Work Sections A Through M-

1. The Successful Bidder shall perform all work in accordance with Best Commercial Practices and in compliance with all applicable codes of any agency having jurisdiction over the worksite and work performed.

2. The Library shall designate Departments and authorized personnel shall direct the Successful Bidder to perform services at designated sites as required, based on field evaluation, project meetings and/or applicable drawings. Identification of authorized Library personnel will be provided to the Successful Bidder at the commencement of an awarded service contract and will be updated as may be required by the Library.

3. The Successful Bidder shall be responsible to perform work in such a manner to limit interference with Library public service operations, as feasible. In the event services requires interruption of public service, the Successful Bidder shall notify the designated Library contact in order to coordinate the project. The Library shall provide reasonable access as required for service and repair. Unless in the case of an emergency, work that requires building closure, shall be scheduled by the Library and the Successful Bidder a minimum of thirty (30) days in advance.

4. The Successful Bidder shall erect scaffolding and barriers, perform demolition as necessary and in accordance to applicable laws. The Successful Bidder shall be responsible for filing with New York City Buildings Department and/or all other agencies having jurisdiction as appropriate for permit, inspection, testing application documents, as required per specific job conditions and scope of work. All permits for specific work shall be displayed by the Successful Bidder or otherwise available for inspection by appropriate agencies. Proposed permit requirements shall be identified on attached Statement of Work (“SOW”).

5. The Successful Bidder shall be responsible to notify the Library’s designated personnel regarding the potential presence of asbestos containing material (“ACM”) prior to commencing work at a designated site. The Library will engage the services of a testing firm to determine the presence or absence of ACM, prior to having the Successful Bidder initiate its work.

6. Work performed and materials furnished by the Successful Bidder shall be subject to inspection and approval by designated personnel of Facilities & Environmental Services (“FES”) department or other Department’s designated by the Library in order to process payment(s). All materials used by the Successful Bidder shall be asbestos free. The Successful Bidder shall furnish an inspection checklist bearing the signature of the Successful Bidder’s personnel performing the inspection and the Library’s personnel certifying receipt of services.

7. The Successful Bidder to provide minimum one (1) year warranty against defects in labor and materials for selected work from date of completion of work.

8. The Successful Bidder shall maintain sufficient stock of materials necessary for execution of the work under this bid or shall have ready access to materials so as not to delay the performance of work.
9. The Successful Bidder shall provide staffing at its office during regular working hours that are able to contact service personnel, or may provide an answering machine announcing the telephone number of such personnel or an operator-staffed answering service who can contact such personnel for times other than regular working hours, or other appropriate electronic means of contacting service personnel.

10. The Library shall have the sole authority to instruct the Successful Bidder to remove any personnel from a project that the Library has determined has created a health, safety or a security concern. Such determination shall be made in writing.

11. The Successful Bidder shall provide sufficient service personnel as necessary to meet contractual obligations as applicable, who may have to work additional hours as necessary.

12. The Successful Bidder shall remove all rubbish, debris, waste material, temporary structures, barricades or other materials away from Library property upon completion of service calls or other work performed as applicable.

13. Following formal awards for each scope of work by the Library for this bid, the Library and the Successful Bidder for each scope of work, will execute the contract that is referenced in this bid.

14. This bid is subject to compliance with the Prevailing Wage Law. The Successful Bidder(s) and any of its subcontractors must conform to the provisions of Labor Law 220. Prevailing Wage schedules can be found [http://comptroller.nyc.gov/prevailing-wage/wage-schedules/](http://comptroller.nyc.gov/prevailing-wage/wage-schedules/).

15. The Successful Bidder shall conform to the following Project Site Conditions and Protection Requirements:

   a. Notification – The Successful Bidder to give a minimum of three (3) days’ notice to the Library prior to commencing any work and notify Library representative on a daily basis of any change in work schedule.

   b. Permits – The Successful Bidder to obtain all permits required by local agencies and pay all fees which may be required for the performance of the work. The Library shall reimburse at cost.

   c. Safety – The Successful Bidder to familiarize every member of the application crew with all fire and safety regulations recommended by OSHA, NRCA and other industry or local governmental groups.

   d. Limited Access – The Successful Bidder to prevent access by the public or other unauthorized personnel to materials, tools and equipment during the course of the project.

   e. Debris – The Successful Bidder to remove all debris daily from the project site and take to a legal dumping area authorized to receive such materials. Job site is to remain safe and clean to the Library’s satisfaction. At the completion of job, all rubbish, debris, waste material, temporary structures, barricades or other materials to be removed from the Library property by the Successful Bidder.
III. **BIDDER QUALIFICATIONS**

1. For each Scope of Work, the Successful Bidder shall carry out HVAC and Boiler and Furnace Maintenance, Repair and New Installation Services work to the highest standards and all specialized materials used shall be free from defects and fit for purpose for which it is acquired from companies or individuals which comply with all relevant Health and Safety legislation including in particular the requirements of Control of Substances Hazardous to Health (COSHH). All work, goods and materials shall comply with the contract requirements and shall be to the satisfaction of Queens Library. All work shall be monitored regularly to ensure that no defects occur to work or materials failings, therefore providing work of the highest standard. The Successful Bidder shall also conform to all regulations of public agencies, including any specific requirements of the local, city and / or state jurisdiction. The Successful Bidder’s employees assigned to perform work under the specification must have the proper certification and/or licenses, as required by applicable laws, rules, and/or regulations.

In the bid submission please describe your firm’s experience and compliance with the above.

2. As may be required by the City, the Successful Bidder and any of its subcontractors must be licensed in NYC with a minimum of 5 years work experience of similar size and scope and is able to demonstrate its capability as HVAC and Boiler and Furnace Maintenance, Repair and New Installation Services contractors with a complete project record satisfactory to the Library. If applicable, Bidder must demonstrate that it is a licensed and that it is certified to perform the specified services.

In the bid submission please supply evidence that your firm meets this requirement. The Successful Bidder must identify all subcontractors for services that it plans to utilize.

3. Provide a brief description of your firm, its history and ownership structure, and its number of employees and number and types of vehicles. Also include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.

4. Provide the name, title, address, telephone and fax number, and e-mail address of the individual the Library should contact with respect to your bid. Make a statement regarding the availability of this individual as the primary contact to the Library throughout the term contemplated under this bid.

5. Provide a summary of your firm’s experience and qualifications in meeting the standards of the Bidder Qualification requirements contained in the bid document and with executing the obligations listed in the Scope of Work. Include specific references to work for not-for-profit corporations, library systems or other like-entities. Also include information about work performed for NYC, NYS or other governmental entities. In describing the experience, name each client and the nature of the work performed, with specific reference to (a) the services provided; (b) the term of such services and (c) the estimated contract value.

6. Describe how you would staff the engagement and be able to respond to each Scope of Work that your firm is responding to.
7. Provide a minimum of three (3) recent clients as references that best represent your ability to perform the tasks described in this Bid (a “Reference Client”). Provide the Reference Client’s name, contact person, title, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, contract value and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work.

8. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm.

9. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with the Library.

   (a) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm’s involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.

   (b) State whether your firm represents any party that is or may be adverse to the Library.

10. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a contractor to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm’s ability to serve in the required capacity.

IV. **CONTRACT TERM**

   It is anticipated that the term of this agreement shall be for a (3) three year period with (2) two one year options to renew. The Library may terminate the contract at any time, in its sole discretion, upon written notice. The Library intends to award contracts by Library regions and anticipates that the contracts shall commence in the second quarter of 2022, but may be adjusted as per the needs of the Library.

V. **BID PROCESS AND GUIDELINES**

   1. Firm must submit an electronic submittal of your bid through the DropBox link below. The response documents, are composed of your Vendor Qualification responses, supporting documents (as required) and cost submissions, in either Microsoft Word, MS Excel or PDF format must be uploaded using the DropBox link below no later than **2:00 p.m. on November 4, 2021**. If multiple files are uploaded, each submitted document name should be a clear reference to the section and information it contains, ex: “Resumes”, “Work Experience” and “Financials”.

Bid responses should be uploaded to DropBox using the link below: [https://www.dropbox.com/request/VoJzf5tKEDbo78MDPsPR](https://www.dropbox.com/request/VoJzf5tKEDbo78MDPsPR)
The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission due date under any circumstances (e.g., wi-fi limitations, internal web connectivity issues).

2. Bidder to provide written responses to bid section III. Bidder Qualifications and to provide all requested forms including the bid pricing sheet. Bidders that fail to provide all of the requested information may be deemed non-responsive in the sole judgement of the Library.

3. The Library reserves the right to award the contract to the lowest-priced and highest points, and responsible low Bidder(s) deemed qualified by the Library, split the award between two or more Bidders or project locations, or make no award, as will best promote the Library’s interest, taking into consideration the reliability of the Bidder’s, quality of the services, materials, equipment or supplies to be furnished, and its conformity with the requirements of the Bid.

4. Following the issuance of an award, the Library shall issue a formal contract, which shall not be binding unless and until the Library and a Bidder(s) execute a contract.

5. In the event a Bidder(s) proposes to furnish substitutions for a service or product, as appropriate, this information shall be identified in writing, including full technical descriptions, catalog cuts and samples, as appropriate, with the Bid. The Library reserves the right to request a representative sample of the item(s) quoted, either prior to award, or before shipment is made. The sole determination of equality shall be made by the Library. If the sample or other technical description is not in accordance with the Bid, or is otherwise deemed not to be an equal to that specified, the Library may reject the bid, or, if award has been made, cancel the contract at the expense of the Bidder(s).

6. Bidder shall thoroughly examine and be familiar with all requirements of the Bid and drawings (if any). The failure or omission of any Bidder to fully examine the Bid, any drawings and site conditions shall in no way relieve Bidder from any obligations with respect to performance of the contract and the contemplated work therein.

7. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this Bid, it shall immediately notify the Library in writing to William Funk, Director of Procurement Management at BIDcontact@queenslibrary.org of such error and request clarification or modification to the document.

8. Should the Library find it necessary to modify this Bid, a notice of that modification will be made by way of an addendum that will be posted to the Bid website.

9. If a Bidder fails to notify the Library of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Bidder shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.

12. Payment will be made by the Library only upon completion of the required work or if the Library agrees to progress billing upon presentation of correctly itemized invoices within thirty (30) days of invoice approval.
13. The Successful Bidder is responsible for providing all supporting documentation, including AIA construction progress invoices, certified payrolls, release of liens and permit signoffs for final payment when required.

14. The Library’s payment of any invoice shall not preclude the Library from making claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.

15. In the case of service contracts, payments shall be net upon approval of the monthly invoice for service, unless otherwise stated.

16. This project is subject to compliance with the Prevailing Wage Law. The Successful Bidder(s) must conform to the provisions of Labor Law 220. Prevailing Wage schedules can be found at [http://comptroller.nyc.gov/prevailing-wage/wage-schedules/](http://comptroller.nyc.gov/prevailing-wage/wage-schedules/).

17. For each of the scope of services the Library will score the pricing at the weights listed below and based on the formula, Low Bid divided by Bid multiplied by the weighted score. Bidders are to bid on one or more of the following scope of services on Form #4 – Bid Sheets:

   a. Scope A North Region- All requested pricing for HVAC and Boiler/Furnace Maintenance Services Pricing including Five Year Bid Total. Weighted Score: 65 Points.

      And;

      Scope A- North Region Maximum Straight Hourly Rate. Weighted Score: 35 Points.

   b. Scope B South Region- All requested pricing for HVAC and Boiler/Furnace Maintenance Services Pricing including Five Year Bid Total. Weighted Score: 65 Points.

      And;

      Scope B- South Region Maximum Straight Hourly Rate. Weighted Score: 35 Points.

   c. Scope C- Flushing Maximum Straight Hourly Rate. Weighted Score: 100 Points.
FORM # 1

STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard construction services contract, and (iv) will, if its bid is accepted, enter into a standard agreement with the Queens Borough Public Library.

I hereby certify that my firm will carry all types of insurance specified in the Bid.

The undersigned further stipulates that the information in this bid is, to the best of knowledge and belief, true and accurate.

________________________________________________________________________
Name of Firm

Date

/ /  
Address Telephone FAX

/ / /
________________________________________________________________________
Name of Contractor Title

________________________________________________________________________
Signature of Contractor e-mail
FORM #2

REFERENCES

Bidder(s) **MUST** furnish three (3) references for work/projects completed within the last three (3) years of the same general character as that specified herein. Please do not include the Queens Borough Public Library or any Queens Borough Public Library employee as a reference.

1. ___________________________________________________________________
   Name of Firm                          Contact                          Telephone

2. ___________________________________________________________________
   Name of Firm                          Contact                          Telephone

3. ___________________________________________________________________
   Name of Firm                          Contact                          Telephone

Bidder(s) to furnish name of bank or other financial institution to provide evidence of its financial responsibility:

1. ___________________________________________________________________
   Name of Firm                          Contact                          Telephone

2. ___________________________________________________________________
   Name of Firm                          Contact                          Telephone

________________________________________________________________________
Signature of Bidder(s)                     e-mail
FORM # 3

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this BID, Bidder(s) and each person signing on behalf of any Bidder(s) certifies, and in the case of a joint BID submission each party hereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder(s) or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by Bidder(s) and will not knowingly be disclosed by the Bidder(s) prior to the BID opening, directly or indirectly, to any other Bidder(s) or to any competitor; and

3. No attempt has been made or will be made by the Bidder(s) to induce any person, partnership or corporation to submit or not to submit a response to this Bid for the purpose of restricting competition.

Name of Firm

Date

/   /

Address

Telephone       FAX

Name of Contractor

Title

Signature of Contractor

e-mail
FORM # 4
Scope A North Region - Bid Submission Form

Bidder is to provide annual pricing for HVAC and Boiler/Furnace Maintenance Services Pricing and its Maximum Hourly Rate using the Library provided Excel document.

HVAC and Boiler/Furnace Maintenance Services Pricing covers scope of work sections A through J and sections L and N. It excludes scope of work sections K and M. Maximum Hourly Rate covers bid sections M and N.

HVAC and Boiler/Furnace Maintenance Services Pricing:
Bidder to provide service twenty-four (24) hours per day, seven (7) days per week, with the capability of contacting service personnel during other than regular office hours.

HVAC and Boiler/Furnace Maintenance Services
Bidder agrees to provide all labor and materials necessary to provide full maintenance service for the air conditioning and heating equipment system-wide by region, as specified.

- Facilities requiring boiler and / or furnace services are indicated below.

Bidder to complete table:

<table>
<thead>
<tr>
<th>North Region</th>
<th>1st Year Pricing</th>
<th>2nd Year Pricing</th>
<th>3rd Year Pricing</th>
<th>4th Year Pricing</th>
<th>5th Year Pricing</th>
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</thead>
<tbody>
<tr>
<td>Astoria - boiler</td>
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<tr>
<td>Auburndale - furnace</td>
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<tr>
<td>Bay Terrace - boiler</td>
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<tr>
<td>Bayside - furnace</td>
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<tr>
<td>Broadway - boiler</td>
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<tr>
<td>Corona - furnace</td>
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<tr>
<td>Douglaston - boiler</td>
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<tr>
<td>East Elmhurst</td>
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<tr>
<td>East Flushing - boiler</td>
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<tr>
<td>Elmhurst</td>
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<tr>
<td>Fresh Meadows – air handler maint. only</td>
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<tr>
<td>Hillcrest - boiler</td>
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<tr>
<td>Hunters Point</td>
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<tr>
<td>Jackson Heights - boiler</td>
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<tr>
<td>Kew Gardens Hills</td>
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41
<table>
<thead>
<tr>
<th>Location</th>
<th>Equipment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Langston Hughes - furnace</td>
<td></td>
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<tr>
<td>Lefrak City</td>
<td></td>
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<tr>
<td>Long Island City – two boilers</td>
<td></td>
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<tr>
<td>Maspeth – boiler/furnace</td>
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<tr>
<td>McGoldrick - boiler</td>
<td></td>
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<tr>
<td>Mitchell-Linden - furnace</td>
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<tr>
<td>North Hills – boiler/furnace</td>
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<tr>
<td>Pomonok – air handler maint. only</td>
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<tr>
<td>Poppenhusen - boiler</td>
<td></td>
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<tr>
<td>Queensboro Hill – boiler/furnace</td>
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<tr>
<td>Ravenswood – air handler maint. only</td>
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<tr>
<td>Steinway - boiler</td>
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<tr>
<td>Sunnyside - boiler</td>
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<tr>
<td>Whitestone - boiler</td>
<td></td>
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<tr>
<td>Windsor Park - furnace</td>
<td></td>
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<tr>
<td>Woodside - boiler</td>
<td></td>
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</tbody>
</table>

**Total:**

**Maintenance- All Five Years Total:**

**Scope A North Region**
Bidder to complete table in the Library provided Excel document:

<table>
<thead>
<tr>
<th>Five Year Bid Total In Numbers:</th>
<th>Five Year Bid Total In Words:</th>
</tr>
</thead>
</table>

**Maximum Hourly Rate:**
As per scope of work sections M and N, Bidder are required to perform all services and conform to all of the requirements listed in the bid and are required to provide all the requested pricing in the bid sheet. Bidders that do not conform to these requirements shall be deemed non-responsive.

**Scope A- North Region Maximum Straight Hourly Rate**

$____________________
Bidder agrees to provide services at or below its Maximum Straight Hourly Rates in accordance to the straight time, overtime and premium times formulas as provided below. Bidder agrees that its maximum straight hourly rates shall not increase during the first year of the contract and shall increase by two percent (2%) for each year of the contract.

Bidder to provide prices inclusive of overhead, profit and the applicable Prevailing Wage schedule as established by the Office of the New York City Comptroller. Bidder(s) must conform to the provisions of Labor Law 220. Prevailing Wage schedules can be found using this web link for the Office of the New York City Comptroller: [http://comptroller.nyc.gov/prevailing-wage/wage-schedules/](http://comptroller.nyc.gov/prevailing-wage/wage-schedules/)

In submission of its bid, Bidder understands and accepts that the maximum percentage mark-up of materials, equipment and any subcontractors for other trades shall not exceed twenty (20%) percent.

**Straight Time:** 8am – 5pm Monday-Friday (including any holiday The Library is open to public)

**Overtime:** 5pm – 8am Monday-Friday and anytime Saturday (1.5 x Straight Time Rate)

**Premium Time:** Sundays (2.0 x Straight Time Rate)

**Premium Time:** Holidays that The Library is closed to the public (2.0 x Straight Time Rate)

**Library Holiday Closings**
New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Memorial Day, Independence Day (If July 4th falls on weekend day observed will vary), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

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<th>Name of Firm</th>
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<th>Name of Contractor</th>
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<th>Signature of Contractor</th>
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To Be Submitted With Bid
Scope B South Region- Bid Submission Form

Bidder is to provide annual pricing for HVAC and Boiler/Furnace Maintenance Services Pricing and its Maximum Hourly Rate using the Library provided Excel document.

HVAC and Boiler/Furnace Maintenance Services Pricing covers scope of work sections A through J and sections L and N. It excludes scope of work sections K and M. Maximum Hourly Rate covers bid sections M and N.

HVAC and Boiler/Furnace Maintenance Services Pricing:
Bidder(s) to provide service twenty-four (24) hours per day, seven (7) days per week, with the capability of contacting service personnel during other than regular office hours.

HVAC and Boiler/Furnace Maintenance Services
Bidder agrees to provide all labor and materials necessary to provide full maintenance service for the air conditioning and heating equipment system-wide by region, as specified.

- Facilities requiring boiler and or furnace services are indicated below.
- Facilities listed with “#” compressor only under current warranty.

Bidder to complete table:

<table>
<thead>
<tr>
<th>South Region Location</th>
<th>1st Year Pricing</th>
<th>2nd Year Pricing</th>
<th>3rd Year Pricing</th>
<th>4th Year Pricing</th>
<th>5th Year Pricing</th>
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</thead>
<tbody>
<tr>
<td>Arverne - furnace</td>
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<tr>
<td>Baisley Park - boiler</td>
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<tr>
<td>Bellerose - boiler</td>
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<td>Briarwood - boiler</td>
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<tr>
<td>Broad Channel - furnace</td>
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<td>Cambria Heights boiler/furnace</td>
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<tr>
<td>Central Library – boiler/furnace</td>
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<tr>
<td>Far Rockaway - furnace</td>
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<tr>
<td>Far Rockaway Teens - furnace</td>
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<td>Forest Hills - boiler</td>
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<td>Glen Oaks - boiler</td>
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<td>Glendale - boiler</td>
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<td>Hollis - boiler</td>
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<td>Howard Beach - boiler</td>
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<td>Laurelton - boiler</td>
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<td>Lefferts - furnace</td>
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<tr>
<td>Middle Village - boiler</td>
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<tr>
<td>North Forest Park - boiler</td>
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</table>
Operations Center - 145-54 156th Street, Jamaica, 11434
Ozone Park - furnace
Peninsula - boiler
Queens Village - boiler
Rego Park - boiler
Ridgewood - boiler
Rochdale Village - boiler
Rosedale - furnace
St. Albans – furnace
Seaside - boiler
South Hollis – condensing boiler
South Jamaica – condensing boiler
South Ozone Park - boiler
Woodhaven - boiler
Richmond Hill - boiler

Total:

<table>
<thead>
<tr>
<th>Maintenance- All Five Years</th>
<th></th>
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<tr>
<td>Total:</td>
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**Scope B South Region**
Bidder to complete table:

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<tr>
<th>Five Year Bid Total In Numbers:</th>
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</table>

**Maximum Hourly Rate:**
As per scope of work sections M and N, Bidders are required to perform all services and conform to all of the requirements listed in the bid and are required to provide all the requested pricing in the bid sheet. Bidders that do not conform to these requirements shall be deemed non-responsive.

**Scope B- South Region Maximum Straight Hourly Rate**

$____________________

Bidder agrees to provide services at or below its Maximum Straight Hourly Rates in accordance to the straight time, overtime and premium times formulas as provided below. Bidder agrees that its maximum straight hourly rates shall not increase during the first year of the contract and shall increase by two percent (2%) for each year of the contract.
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</table>

To Be Submitted With Bid
Scope C Flushing Region-Bid Submission Form

Bidder is to provide its Maximum Hourly Rate for all of the required services using the Library provided Excel document.

Maximum Hourly Rate:
Bidder is required to perform all services and conform to all of the requirements listed in the bid and are required to provide all the requested pricing in this bid sheet. Bidders that do not conform to these requirements shall be deemed non-responsive.

<table>
<thead>
<tr>
<th>Scope C- Flushing Maximum Straight Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________________________</td>
</tr>
</tbody>
</table>

Bidder agrees to provide services at or below its Maximum Straight Hourly Rates in accordance to the straight time, overtime and premium times formulas as provided below. Bidder agrees that its maximum straight hourly rates shall not increase during the first year of the contract and shall increase by two percent (2%) for each year of the contract.

Bidder to provide prices inclusive of overhead, profit and the applicable Prevailing Wage schedule as established by the Office of the New York City Comptroller. Bidder must conform to the provisions of Labor Law 220. Prevailing Wage schedules can be found using this web link for the Office of the New York City Comptroller: [http://comptroller.nyc.gov/prevailing-wage/wage-schedules/](http://comptroller.nyc.gov/prevailing-wage/wage-schedules/)

In submission of its bid, Bidder understands and accepts that the maximum percentage mark-up of materials, equipment and any subcontractors for other trades shall not exceed twenty (20%) percent.

Straight Time: 8am – 5pm Monday-Friday (including any holiday The Library is open to public)
Overtime: 5pm – 8am Monday-Friday and anytime Saturday (1.5 x Straight Time Rate)
Premium Time: Sundays (2.0 x Straight Time Rate)
Premium Time: Holidays that The Library is closed to the public (2.0 x Straight Time Rate)

Library Holiday Closings
New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Memorial Day, Independence Day (If July 4th falls on weekend day observed will vary), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

Name of Firm ____________________________________________________________
Date _______ / _______ / _______

Address ____________________________ Telephone ________________ FAX ________________

Name of Contractor ____________________________ Title ____________________________

Signature of Contractor ____________________________ e-mail ____________________________
To Be Submitted With Bid

**FORM # 5**

**VENDOR RESPONSIBILITY QUESTIONNAIRE**

Legal Business Name: 

EIN: 

Address of the Principal Place of Business/Executive Office: 

New York State Vendor Identification Number: 

Telephone/Fax: 

Email: 

Website: 

Authorized Contact for this Questionnaire: 

Name: 

Telephone/Fax: 

Title: 

Email: 

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable): 

I. **Business Characteristics**

   a. **Business Entity Type:** 

   b. **Was the Business Entity Formed in New York State?** 

   c. **If no, indicate jurisdiction where Business Entity was formed:** 

   d. **Is the Business Entity currently registered to do business in New York State with the Department of State?**
e. If no, explain why the Business Entity is not required to be registered in New York State.

f. Does the Business Entity have a DUNS Number? If so, please provide: ____________________

g. Is the Business Entity’s principal place of business/Executive Office in New York State? If no, does the business entity maintain an office in New York State? ________________________

h. Is the Business Entity a NYS or NYC Certified Minority or Women Owned Business (M/WBE)? If so please indicate which certification and the certifying entity.

i. Identify current Key Employees of the Business Entity. Attach additional sheets, if necessary.

II. Contract History

a. Has the Business Entity held any contracts with the City of New York, Queens Borough Public Library and/or New York State governmental entities in the last three (3) years? If yes, attach a list including the agency name, contract amount, contract start date, contract end date and the contract description.

III. Integrity -- Contract Award: Within the past five (5) years, has the business entity or affiliate:

a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? ________________________

b. Been suspended, cancelled or terminated for cause on any government contract? ____________

c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? ________________________

d. Entered into a formal monitoring agreement as a condition of a contract award? ____________

*** For each “yes” answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.
IV. Certifications/Licenses

a. Within the past five (5) years, has the Business Entity or any Affiliate had a revocation, suspension or disbarment of any business or professional permit and/or license? ________________

*** If “yes,” provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

_________________________________________________________________________________

V. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:

a. Been the subject of a civil complaint? ________________________________

b. Been the subject of a judgment or conviction for conduct constituting a crime? ______________

c. Received any OSHA citation and Notification of penalty containing a violation classified as serious or willful? ________________________________

d. Had any New York State Labor Law violation deemed willful? ________________________________

VI. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within New York State been subject to:

a. A sanction imposed relative to any business or professional permit and/or license? ____________

b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? ________________________________

c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? ________________________________

d. Misdemeanor or felony conviction for:

   i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or
ii. Any crime, whether or not business related, the underlying conduct of which related to
truthfulness, including, but not limited to the filing of false documents or false sworn
statements, perjury or larceny?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
**FORM # 6**

**ACKNOWLEDGEMENT OF ADDENDA**

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**Name of Firm**

**TITLE OF BID:** Invitation for Bid for Heating and Air Conditioning and Boiler and Furnace Preventative Maintenance, Repair and New Installation Services  
**Bid:** 1021-1

**Instructions:** Prospective Bidder(s) is to fill in Trade and PIN number (above), check / complete Part I or Part II of this form (whichever is applicable) and sign and date the form. This form serves as the prospective Bidder(s)’s acknowledgement of the receipt of Attachments to this Bid which may have been issued by the Library prior to the proposal due date and time.

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___ Part I – Listed below are the dates of issue for each Addendum received in connection with this BID.

- Addendum # 1, dated __________
- Addendum # 2, dated __________
- Addendum # 3, dated __________
- Addendum # 4, dated __________
- Addendum # 5, dated __________

___ Part II – No Addendum(s) were received in connection with this BID.

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Prospective Bidder(s)’s Authorized Representative:

**Name:** __________________________________________________________

**Title:** __________________________________________________________

**Signature:** ______________________________________________________ Date: ________________

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FORM # 7 QUEENS PUBLIC LIBRARY CHECKLIST

PIN NUMBER: ____1021-01______________________________

BID TITLE: Invitation for Bid for Heating and Air Conditioning and Boiler and Furnace Preventative Maintenance, Repair and New Installation Services

VENDOR NAME: ____________________________________________

TELEPHONE NO.: ______________________________________________

EMAIL ADDRESS: ______________________________________________

CHECK EACH ITEM BELOW TO ENSURE ALL REQUIRED FORMS AND DOCUMENTS ARE INCLUDED WITHIN YOUR BID SUBMISSION.

Required Forms and Submittal Requirements:

☐ Form #1 – Statement of Understanding
☐ Form #2 – References
☐ Form #3 – Non-Collusive Bidding Certification
☐ Form #4 – Bid Sheet
☐ Form #5 – Vendor Responsibility Questionnaire
☐ Form #6 – Acknowledgment of Addenda
☐ Form #7 – Queens Public Library Checklist
☐ Bid Section III “Bidder Qualifications”. Bidder must include a response to all items numbered and attach to your bid. This is not a form. It is a required written response to Bid Section III “Bidder Qualifications”.
☐ Upload a complete bid package to DropBox to:

https://www.dropbox.com/request/VoJzf5tKEDbo78MDPsPR

By: ________________________________

Signature of Partner or Corporate Officer Date