

CHFA HVAC MAINTENANCE QUOTES

The Connecticut Housing Finance Authority (“CHFA”) is seeking quotes from a Connecticut licensed heating, ventilating, and air-conditioning (“HVAC”) contractor to provide a full-service maintenance contract on all equipment at 999 West Street, Rocky Hill, Connecticut listed on the attached equipment inventory list, **Exhibit A**.

Included are 1) **Exhibit A** – Scope of Services; 2) **Exhibit B** – Equipment Inventory List; 3) **Exhibit C**—CHFA’s insurance requirements; and 4) **Exhibit D** - Frequently Asked Questions.

The term of the contract shall commence on or about January 1, 2025 and is for up to 3 years and should include the following service items:

- **Annual Schedule**
 - Describe equipment and scope of annual maintenance
- **Quarterly Maintenance Schedule**
 - Describe equipment and scope of quarterly maintenance
- **Seasonal Start-Up Schedule**
 - Describe equipment and scope of seasonal start-up
- **Preventative Maintenance Schedule**
 - Describe equipment and scope of scheduled preventative maintenance

The regular maintenance should include regular inspection, testing, and cleaning of all equipment and all material such as filters, belts and lubrication/oil. Please see **Exhibit A** for more details.

Please also describe any work that is not covered under preventative maintenance services such as hourly fee, emergency service fees, etc. for any services outside of the annual, quarterly, seasonal, and preventative maintenance schedules.

In order to be considered for an award of a contract, firm must have mechanics which are authorized factory trained on "Liebert" equipment, “Johnson Controls” equipment and other equipment listed in **Exhibit B**. Firms submitting proposals must be registered with the Secretary of State’s Office to conduct business in the State of Connecticut.

SUBMISSION REQUIREMENTS

- A. Provide a brief description of your firm and the total number of staff available to CHFA.
- B. Provide a summary of the qualifications of your firm to provide HVAC maintenance to CHFA, including experience and qualifications of individuals performing the work. Provide copies of individuals’ Connecticut licenses.
- C. Provide a list of three references for whom your organization has provided similar services. For each reference, please provide a contact person and his or her telephone number and email address. Please also include as references any other State of Connecticut agencies or departments that have engaged your firm to perform services.

- D. Provide annual pricing along with detailed annual, quarterly, seasonal and preventative maintenance schedules as well as hourly rates for emergency services or for any services outside of the maintenance schedules.
- E. Supply, if applicable, Small Business Set-Aside Certificate.
- F. Supply copy of completed W-9 form.
- G. All information must be submitted to RFP.RFQ@chfa.org no later than **12:00 p.m. Friday, October 11, 2024.**

OTHER REQUIREMENTS:

- A. Selected vendor will be required to execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions.
- B. Selected vendor will be required to provide documentation regarding general liability, auto, workers' compensation and umbrella insurance in limits identified in **Exhibit C** - CHFA Insurance Requirements.

If you would like to make an appointment to see the equipment, please send an email to RFP.RFQ@chfa.org no later than **Monday, September 16, 2024.**

Please submit any additional questions to RFP.RFQ@chfa.org by **Wednesday, September 25, 2024.** Additional questions and answers will be posted on CHFA's website.

CHFA reserves the right to:

- a. Reject any and all responses received;
- b. Negotiate the fees contained in any submission;
- c. Waive or modify any irregularities in submissions received;
- d. Award contracts in any manner necessary to serve the best interest of CHFA and the State of Connecticut, without obligation to accept a quote based upon the lowest fee schedule; and
- e. Request additional information as determined necessary or request some or all firms or individuals responding to make oral presentations.

CHFA is an Affirmative Action/Equal Opportunity Employer.

Exhibit A

Scope of Services:

The anticipated services to be performed by the selected firm may include, but not be limited to, quarterly and semi-annual preventive maintenance, testing and inspection, and seasonal changeover services for the equipment listed on Exhibit B attached hereto. The intent of the preventative maintenance program (the "Program") is to maintain each piece of equipment in accordance with manufacturer's specifications and industry standard practices. The Program should be comprehensive and include all work necessary to verify and ensure proper operation of the systems as well as seasonal changeover of the building systems from cooling (or non-heating) to heating modes where necessary.

The Program includes:

- filter changes at least quarterly for roof top units (MERV 8); filter changes at least twice a year for VAVs; belt changes at the manufacturer recommended intervals; coil brush down; lubrication of motor bearings, fan motors; and changing oil and dampers where applicable;
- adjusting and fine-tuning capacity control modules, belt tension, gas burners, starter transfer timers, and compressor cylinder unloaders;
- inspections and cleaning condenser/evaporator coils, chilled water coils, condensate drains, pans, fans, coils, motors and boiler combustion chambers;
- inspections and testing of control system components to ensure control devices are within industry tolerances, determine equipment status and identify necessary repairs and operating per design specifications;
- inspections and testing of control calibration and adjustment-of refrigeration controls, pressure controls, operating controls and safety controls.
- testing and checking operating refrigerant pressures; reversing valve operations on heat pumps; voltages and amperages; belts and belt tension; drive couplings; proper control sequencing; electrical connections; rotation; condensate tray for proper drainage; contactors; and starters.
- perform checks on the overall operating performance of thermostat operation and heating and cooling systems.

Routine inspections of the HVAC system must be scheduled in advance with CHFA and are expected to follow the timeline specified in an agreement but not less than quarterly (January, April, July and October). The full-service maintenance program proposed must factor in the various seasonal service tasks which need to be performed on a per-season basis in order to ensure proper operation of the HVAC system. Inspections must include testing of the HVAC system's components to determine equipment status. A detailed service report noting needed repairs and/or deficiencies uncovered during the inspection must be presented to CHFA immediately following the inspection with recommendations for service and/or replacement. Additionally, the selected firm must conduct a survey of each system by October 15 of each year at which time a written survey report must be issued to CHFA. The report must include an inventory of all equipment as well as a statement as to the current condition of all systems and components.

Selected firm may be called upon to provide emergency and non-emergency troubleshooting and repair work on an as-needed basis. The intent of a service call is to quickly and efficiently diagnose equipment issues and return equipment to service with minimal disruption to employees. Selected firm will be required to perform all emergency HVAC maintenance as requested and/or respond within two (2) hours of such request being made, regardless of the time of day, the day of the week,

including holidays. CHFA may have the right to purchase services from another firm for any reason due to the selected firm's failure to perform in accordance with the terms and conditions of an executed contract.

Exhibit B

CHFA HVAC EQUIPMENT INVENTORY AND MINIMUM FREQUENCY OF INSPECTIONS						
Minimum Frequency of Inspections in a	QTY	COMPONENTS	MANUFACTURER	MODEL	RATING	LOCATION
2	2	Package Rooftop HVAC Units	Trane	SXHC-750	75 Tons	Roof
2	1	Hot Water Boiler	H.B. Smith	28 Mills		Penthouse
2	5	Exhaust Fans	Loren Cook			Roof/Ele Machine Room
4	1	Air Compressor	Quincy	QR03008D00026		Penthouse
4	1	Air Dryer	Speedo			Penthouse
3	2	Humidifiers	Dri Stream	VPC-8-8		RTUs
2	1	Water Heater	A.O. Smith	Cyclone100		Penthouse
2	2	Hot Water Pumps	B&G	1510		Penthouse
2	2	Hot Water Unit Heaters	Trane			1st Floor
2	91	VAV Boxes	Trane			All Floors
2	3	Ductless Split A/C System	Sanyo		1.5 Tons	1st & 3rd Floors
2	1	DDC Control System	Johnson	Companion		3rd Floor, Elec. Closet
3	3	PDX Air-Cooled Systems	Liebert	PX018UA1CD09XD	5 Tons	3rd Floor Computer Room
3	3	MC Air-Cooled Micro-channel Condensers	Liebert	MCS028E1YD07RF	208/230 voltage 3 phase 60 HZ	Roof
		*subject to change from time to time				

Instructions: CHFA Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CHFA facility. Contractors and vendors must obtain, at their own expense, all the insurance required here, and acceptable evidence of such insurance must be properly furnished to, and approved by, CHFA.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CHFA also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent) if so required. These form numbers must be specifically referenced on the certificate of insurance. If your insurance company uses a different form to provide CHFA with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CHFA. All coverage must be primary as to CHFA.

The proper name for the entity to be named as additional insured is: “Connecticut Housing Finance Authority, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, with 30 day notice of cancellation, plus copies of any required additional insured endorsements. Certificates should be sent to: Connecticut Housing Finance Authority, Attention: Shelly Mondo, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 721-9501.

Current insurance certificates must be furnished to CHFA at all times. Replacement certificates must be furnished *prior to the expiration or replacement* of referenced policies.

Required (if checked)	Type of Insurance	Standard Requirement
√	<p>Commercial General Liability</p> <p>Contractors or service vendors:</p>	<p>\$1,000,000 per occurrence/ \$2,000,000 aggregate bodily injury/property damage.</p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> • liability from premises and operations. • liability from products or completed operations. • liability from actions of independent contractors. • liability assumed by contract. <p>All coverage provided to CHFA under this section must be primary.</p> <p>CHFA must be named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent</p> <p>CHFA must <i>also</i> be named as “additional insured” on your CGL policy with form CG 20 37 or equivalent</p> <p>The Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
√	Automobile Liability	\$1,000,000 per accident for bodily injury/property damage, including hired & non-owned vehicles
√	<p>Workers' Compensation</p> <p>Employers Liability</p>	<p>Statutory coverage in compliance with compensation laws of the State of Connecticut.</p> <p>\$100,000 each accident, \$500,000 Disease – Policy limit \$100,000 each employee per policy period</p>
√	Umbrella Liability	\$1,000,000 Excess over underlying limits described above.
	Professional Liability	\$1,000,000 per claim/ \$1,000,000 aggregate
	Cyber Liability	\$1,000,000 per occurrence/ \$1,000,000 aggregate

Insurance Requirements

Contractors or vendors working for and/or doing business with the Connecticut Housing Finance Authority (CHFA), or using CHFA facilities, shall agree as a condition of acceptance to furnish and perpetually maintain, at their own expense, for the duration of any project, work, contract or use of CHFA facilities the following policies of insurance covering the following items. Insurance must be primary and endorsed to be noncontributory by CHFA, must be written in an insurance company A.M. Best rated as “A-VII” or better, and CHFA must be endorsed to the policy as an additional insured (except Worker’s Compensation) unless this requirement is specifically waived in writing by CHFA. Contractors further agree that any subcontractor they intend to use on CHFA assigned work will be required to submit to the same indemnity and insurance requirements contained in this schedule. Contractor shall obtain insurance certificates stating that both Contractor and CHFA shall be endorsed to the subcontractor’s insurance policies as additional insured.

Indemnification

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CHFA and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CHFA either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization’s employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

Certificates of Insurance

Before starting any work, or commencing any use or occupancy of CHFA premises, the contractor or vendor shall furnish to CHFA a certificate of insurance indicating, specifically, the existence of those coverages and limits set forth as follows. CHFA must be named on the insurance certificate as “additional insured” for the coverage’s afforded, and a copy of the actual policy endorsement that adds CHFA as an additional insured must be attached to the certificate (Blanket additional insured endorsements are deemed acceptable). It is also the duty of contractor or vendor to provide renewal or replacement certificates and endorsements to CHFA upon renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CHFA thirty (30) days notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CHFA, the contractor or vendor shall furnish to CHFA for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the agent of the insurance company.

The contractor or vendor agrees to forward a signed original of this Insurance Requirement signed by an authorized Officer or Agent for the contractor or vendor, to the care of: Connecticut Housing Finance Authority, **Shelly Mondo**, Contracts and Procurement Officer, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 571-4285, Email: shelly.mondo@chfa.org, as an acknowledgement and acceptance to the terms and conditions stated herein and prior to the commencement of any work being performed.

Signed by (contractor or vendor)

(type/print name of contractor or vendor)

Date

Exhibit D

Frequently asked Questions-HVAC

Question: Is the only location of service at CHFA's office building?

Answer: *Yes, the services are for 999 West Street, Rocky Hill, Connecticut.*

Question: What are the times the vendor is allowed to perform services? Is Saturday acceptable?

Answer: *Vendors are allowed to perform services between 8:00 a.m. and 4:00 p.m. Monday through Friday and on Saturdays and Sundays with prior approval from CHFA.*

Question: Is there a noise ordinance that requires no noise before or after a set time?

Answer: *Vendor should refer to local town ordinances.*