

REQUEST FOR BIDS

HVAC Maintenance

Due: Thursday, 5/27/21 by 11:00 AM



*Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
201 342-4280*

REQUEST FOR BIDS

The Housing Authority of the City of Hackensack, New Jersey will accept sealed bids for maintenance and repair of all heating, ventilating and air conditioning (HVAC) equipment. The services will be for the term 5/1/21 to 9/30/23. It is the Housing Authority's desire to retain and employ a duly qualified, licensed HVAC contractor. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services.

The services that are requested will be as follows and will encompass all seven Housing Authority's properties. The services shall include all labor and materials (as noted) necessary to maintain all HVAC equipment in good operating condition. The following services shall be provided during the first week of April (at a minimum) and thereafter as necessary:

- 1) Check all refrigerant operating pressures.
- 2) Check oil pressure and level.
- 3) Check amperage draw of all motors.
- 4) Replace all filters.
- 5) Check and adjust all belts, replace if necessary (the contractor will be required to replace all damaged belts, during the course of the contract, within the basic maintenance price).
- 6) Lubricate all bearings.

7) Check supply and return temperatures and provide a written report to the owner (balance system as required).

8) Check condenser and evaporator coils.

9) Perform minor leak test.

10) Check operation of thermostats and controls (including time clocks).

11) Blow out condensate lines.

12) Check operation of heating section.

13) Check operation of cooling section.

14) Replace all fuses as necessary.

15) Check operation of low ambient levels and adjust as necessary.

16) Flush and clean condensate pumps.

17) Check operation of expansion valve.

18) Check operation of solenoid valve.

19) Check all driers.

20) Check sight glass for moisture.

21) Perform acid test on compressor oil and provide a written report to the owner.

22) Check condition of all pulleys and drives.

23) Check and clean gas burner assembly.

24) Powerwash all condenser coils once per year.

25) Must be able to respond to all emergency calls within 4 hours of being notified by the Housing Authority (all emergency calls will be billed at the approved hourly rate, plus parts and labor).

26) The contractor will be responsible for making all

repairs associated with their failure to properly maintain the HVAC equipment in accordance with the term of the maintenance agreement.

27) Provide all refrigerant (Freon, etc) on an as needed basis due to leakage, drainage or other conditions.

28) Turn-on and turn-off all HVAC equipment on the anniversary of the commencement and termination of each heating and cooling season. Air conditioning equipment shall be turned-on and checked during the first week of April. Heating equipment shall be checked and turned on during the second week of October.

29) Drain and fill all systems as necessary for maintenance.

30) Adjust all controls as per manufacturer's specifications.

31) Balance all HVAC systems.

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

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

34) Check and Clean all air ducts as necessary.

Wage Rates: All services must comply with the federal and state prevailing wage rate requirements.

Qualifications:

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

Bid Submission:

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

The proposal must be sealed and include the following:

- 1) Fee Proposal
- 2) Must include a completed and signed format sheet (attached);
- 3) Must include a certificate of insurance;
- 4) Must include non-collusive affidavit
- 5) Equipment Certification
- 6) Public Works Contractor registration;
- 7) Affirmative Action compliance form;
- 8) Must include a listing of references;
- 9) Must include copies of the relevant licenses to provide the necessary services
- 10) Must provide a copy of the New Jersey Business Registration

Form.

11) Copies of all relevant licenses.

The bid should be in a sealed envelope (2 original copies) that is clearly marked: "Bid for HVAC Maintenance." Bids should be delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, May 27th, 2021, by 11:00 AM. The buildings and equipment are available for inspection between the hours of 9:00 AM to 3:00 PM, Monday to Friday.

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

This Request for Bids is being undertaken as a "fair and open" public solicitation in accordance with the requirements of the New Jersey "Pay to Play" statute.

ANTHONY FEORENZO

Executive Director

BID FOR HVAC MAINTENANCE

Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
(201) 342-4280

Submitted by:

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

*Price for basic Maintenance Service: \$ _____

**Hourly Rates for other work:

Plumber \$ _____
Helper \$ _____
Other \$ _____

Percentage for materials & equipment not covered by basic contract:

_____ % Overhead, _____ % profit

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

**Price for all work outside the scope of the basic maintenance contract, including emergency calls. All materials and equipment must be individually itemized with the manufacturer's invoicing attached.

Term: 24 Months

Date: _____

Contractor's Signature

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

Legal Advertisement
REQUEST FOR BIDS

The Housing Authority of the City of Hackensack, New Jersey will accept bids for the following services:

"HVAC Maintenance"

It is the Housing Authority's desire to retain duly qualified, competent and capable contractors and vendors. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All persons interested in submitting bids for these services should contact the Housing Authority of the City of Hackensack in order to receive a copy of the formal Request for bids. The RFB specifies the scope of the services and the requirements for submitting bids.

All bids must be submitted the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before May 27th, 2021 by 11:00 AM. The facilities are available for inspection between the hours of 9:00 AM to 3:00 PM, Monday to Friday.

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

This Request for Bids is being made as a "fair and open" solicitation in accordance with the New Jersey "Pay to Play" requirements.

ANTHONY FEORENZO
Executive Director

BUILDING INFORMATION

***Ostrowski Court
230 Central Avenue
Hackensack, New Jersey 07601***

The building is located in a residential area that is comprised of mostly one & two family homes. It is in close proximity to Hackensack High School. It is bordered as follows:

North: High Street
South: Central Avenue
East: First Street
West: Second Street

Building Constructed: 1960

Number of units: 50 (6-1 bedrooms, 18-2 bedrooms, 25- Three Bedrooms, 1-4 bedrooms)

Stories: Seven

Tenants: Families with children

Parking Spaces: 41

Type of Structure: Masonry Bearing Wall with poured Concrete Plank

Exteriors Finish: Masonry Block and Brick

Heating Systems: Steam Heat radiators & hot water on ground floor

Fuel: Natural gas

Elevators: One conveying (Otis)

HVAC: Steam heat with radiators, window a/c units

Emergency Power: yes Generator: Winco, Fuel: Fuel (natural gas) Fuel Tank Located in the boiler room which is next to the laundry room on the first floor.

Fire Suppression Systems:

Design: Compartmental

Sprinklers: Mean of egress-fully sprinklered

Smoke Detectors: All units and common areas

Carbon Monoxide: All units

Fire Extinguishers: None

Communications: In Elevators Only

BUILDING INFORMATION
Oratam Court
170 Sussex Street
Hackensack, New Jersey 07601

The building is located in a mixed-use area comprised of residential, commercial & hospital parking. It is bordered as follows:

North: Atlantic
South: Sussex
East: Railroad
West: Newman

Building Constructed: 1951

Structure type: Walkup

Number of Buildings: 12 (8-3 story residential buildings, 1-1 story maintenance shop, 1-1 story storage building, 1-1 story community room/laundry room)

Number of Units: 144 (12-1 bedroom, 84-2 bedroom, 36-3 bedrooms, 12-4 bedrooms)

Residential Stories: 3

Tenants: Families with children

Parking Spaces: 109

Type of Structure: Masonry Bearing Wall with poured Concrete Plank

Exterior Finish: Brick (cavity wall)

Heating Systems: Gas Hot water radiator central hearing system (at each building)

Air Conditioning: Window units

Emergency Power: Yes Generator: Fuel:
Natural Gas

Located between 69 & 81 Railroad Avenue in a separate building

Fire Suppression Systems:

Design: Compartmental

Sprinklers: Means of egress fully sprinklered

Smoke Detectors: All units & common areas

Carbon Monoxide: All Units

Fire Extinguishers: None

Communications: None

BUILDING INFORMATION
Widnall Towers
65 First Street
Hackensack, New Jersey 07601

The building is located in a residential area that is comprised of residential, commercial, hospital and other governmental uses. It is bordered as follows:

North:
South: Sussex Street
East: First Street
West:

Building Constructed: 1973

Number of Units: 100 (20-1 bedrooms, 80 studios)

Stories: 13

Tenants: Elderly & Disabled

Parking Spaces: 55

Type of Structure: Masonry Bearing Wall with Concrete Plank

Exterior Finish: brick

Heating Systems: All electric in wall units

Elevators: Two Conveying

Air Conditioning: Wall units

Emergency Power: Yes Generator: Fuel:
Natural Gas Located: in the boiler room

Fire Suppression Systems:
Design: Compartmental
Sprinklers: Hallways & 1 in each unit
Smoke Detectors: All units
Fire Extinguishers: End of hallways

Communications: In Elevators

BUILDING INFORMATION
Barsalona Court
164 Beech Street
Hackensack, New Jersey 07601

The building is located in a residential area that is comprised of residential and in close proximity to the High School. It is bordered as follows:

North: Central Avenue
South: Beech Street
East: Railroad Avenue
West: First Street

Building Constructed: 1959

Number of Units: 46

Tenants: Elderly & Disabled

Parking Spaces:

Type of Structure: Bick Cavity Wall

Exterior Finish: Brick

Heating System: Ground Hot water baseboard, rest of building is steam

Fuel: Natural Gas

Elevators: 1 Conveyer ()

Air Conditioning: Window units

Emergency Powers: Yes-Generator:
Fuel: Natural Gas Located in the boiler room.

Fire Suppression Systems:
Design: Compartmental
Sprinklers: Hallways & 1 in each unit
Smoke Detectors: All units
Carbon Monoxide: 1st floor & 2nd floor

Communications:

BUILDING INFORMATION

***Dizenzo Court
175 West Railroad Avenue
Hackensack, New Jersey***

The building is located in a residential area that is comprised of residential and in close proximity to the High School:

North: Central Avenue
South: Beech Street
East: Railroad Avenue
West: First Street

Building Constructed: 1982

Number of Units: 60 (48-1-bedroom, 12-0 Bedroom)

Stories: 7

Tenants: Elderly & Disabled

Parking Spaces: 21

Type of Structure: Masonry Bearing wall with concrete plank.

Exterior finish: Brick

Heating Systems: Hot Water Radiators

Fuel: Natural gas

Air Conditioning: Wall units

Emergency Powers: Yes Generator: Fuel:
Natural Gas Located in the boiler room.

Fire Suppression Systems:

Design:

Sprinklers:

Smoke Detectors

Fire Extinguishers:

Communications:

BUILDING INFORMATION

Harry Berkie Gardens

60 Kansas Street

Hackensack, New Jersey 07601

The building is located in a residential area that is in close proximity to county government buildings, including the county courthouse. It is bordered as follows:

North:

South: Kansas Street

East:

West:

Building Constructed: 1967

Number of Units: 100 (70-0 Bedrooms, 26-1 Bedrooms, 4-2 Bedrooms)

Stories: 10

Tenants: Elderly & Disabled

Parking Spaces: 40

Type of Structure: Masonry bearing wall with concrete plank

Exterior Finish: Brick

Heating System: Steam Heat radiators & hot water on ground floor

Fuel: Natural Gas

Elevators: 2 Conveyer

Air Conditioning: Window Units

Emergency Power: Yes Generator: Fuel:
Natural gas Located in the boiler room

Fire Suppression Systems:
Design: Compartmental
Sprinklers:
Smoke Detectors:
Fire Extinguishers:

Communications:

