

LEGAL NOTICE

TOWNS OF AVON & CANTON, CONNECTICUT

INVITATION FOR BID
CONTRACTED HVAC MAINTENANCE SERVICES

April 7, 2021

The Town of Avon, on behalf of itself and the Town of Canton, invites appropriately licensed and qualified Bidders to bid on a contract to provide heating, ventilation and air conditioning maintenance services until 11:00 AM on Wednesday, April 28, 2021. Due to COVID-19, a public bid opening will not be held. The bid results will be posted on the Town of Avon's website by the end of the business day.

The documents comprising the Invitation for Bid can be found on the Town of Avon's website, www.avonct.gov, (under "Find It Fast") Public Bids & RFPs.

The Town of Avon reserves the rights to amend or terminate this Invitation for Bid, accept all or any part of a Bid, reject all Bids, waive any informalities or non-material deficiencies in a Bid, and award a contract to the lowest Bidder that meets the criteria set forth in the Invitation for Bid and is in the best interests of the Towns.

TOWNS OF AVON & CANTON, CONNECTICUT

**INVITATION FOR BID
CONTRACTED HVAC MAINTENANCE SERVICE
20/21-6**

Facilities Walkthrough: Monday, April 12, 2021 at 10:00 AM (Town of Avon)
Tuesday, April 13, 2021 at 10:00 AM (Town of Canton)
Bid Closing Time: Wednesday, April 28, 2021 at 11:00 AM
Bid Opening Place: Avon Town Hall, Office of the Town Manager. Due to COVID-19, a public bid opening will not be held. The bid results will be posted on the Town of Avon’s website by the end of the business day.

The Town of Avon, on behalf of itself and the Town of Canton, invites appropriately licensed and qualified Bidders to bid on a contract to provide heating, ventilation and air conditioning maintenance services (hereafter referred to as “HVAC Services”) for select municipal facilities for a period of 36 months, commencing on July 1, 2021, with one (1) additional 12 month renewal option. The successful Bidder shall serve as an independent Contractor (not as an employee) and therefore shall not be entitled to any employment benefits.

One (1) original and two (2) copies of sealed Bids must be received in the Avon Town Hall, Town Manager’s Office, 60 West Main Street, Avon, CT 06001, by the date and time noted above (“Bid Closing Time”). The Towns will not accept submissions by e-mail or fax. The Towns will not accept Bids received after Bid Closing Time.

The documents comprising this Invitation for Bid (IFB) can be found on the Town’s website, www.avonct.gov, (under “Find It Fast”) Public Bids & RFPs. **Each Bidder is responsible for checking the Town’s website to determine if the Town has issued any addenda to this Bid and, if so, to complete its Bid in accordance with the IFB as modified by the addenda.**

Bids must be held firm and cannot be withdrawn for sixty (60) calendar days after the opening date.

The Town reserves the right to amend or terminate this IFB, accept all or any part of a Bid, reject all Bids, waive any informalities or non-material deficiencies in a Bid, and award the contract to the lowest Bidder that meets the criteria set forth in the IFB and that is in the best interests of the Towns.

This Bid includes:

- Standard Instructions to Bidders	- Bidder’s Legal Status Disclosure Form
- Required Contract Terms	- Bidder’s Non Collusion Affidavit Form
- Specifications	- Bidder’s Statement of Reference Form
- Insurance Requirements	- Addenda, if any
- Bid Form	- The Contract in the form attached

TOWN OF AVON & CANTON, CONNECTICUT

STANDARD INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

The Town of Avon, on behalf of itself and the Town of Canton, invites appropriately licensed and qualified Bidders to bid on a contract to provide HVAC Services for select municipal facilities for a period of 36 months, commencing on July 1, 2021, with one (1) additional 12 month renewal option. The successful Bidder shall serve as an independent Contractor (not as an employee) and therefore shall not be entitled to any employment benefits. This IFB is not a contract offer, and **no contract will exist unless and until a written contract (the “Contract”) is signed by the Towns and the successful Bidder.**

Interested parties should submit a Bid in accordance with the requirements and directions contained in this IFB. **Bidders are prohibited from contacting any Town employee, officer or official concerning this IFB, except as set forth in Section 6, below. A Bidder’s failure to comply with this requirement may result in disqualification.**

Except as otherwise provided in the Contract, if there are any conflicts between the provisions of these Standard Instructions to Bidders and any other documents comprising this IFB, these Standard Instructions to Bidders shall prevail.

2. RIGHT TO AMEND OR TERMINATE THE IFB OR CONTRACT

The Town may, before or after the Bid submission deadline, and at its sole discretion, clarify, modify, amend or terminate this IFB if the Town determines it is in its best interest. Any such action shall be effected by a posting on the Town’s website, www.avonct.gov, (under “Find It Fast”) Public Bids & RFPs. **Each Bidder is responsible for checking the Town’s website to determine if the Town has issued any addenda and, if so, to complete its Bid in accordance with the IFB as modified by the addenda.**

If this IFB provides for a multi-year contract, the Towns also reserve the rights to terminate the Contract in subsequent years in the event that the Avon Town Council and/or Canton Board of Selectmen decline to appropriate sufficient funds. (If declined by one Town, the Bidder is obligated to continue to provide services to the other Town.) The Towns shall have no obligation or liability to the successful Bidder for any unfunded year or years.

3. KEY DATES

Facilities Walkthrough:	Monday, April 12, 2021 at 10:00 AM (Town of Avon) Tuesday, April 13, 2021 at 10:00 AM (Town of Canton)
Bid Due Date (Closing Time):	Wednesday, April 28, 2021 at 11:00 AM
Interviews:	N/A
Preliminary Notice of Award:	Within 60 days of Bid Opening
Contract Execution:	Within 10 days of Preliminary Notice of Award

A walkthrough of the Town of Avon facilities is scheduled to take place at 10:00 AM on Monday, April 12, 2021. The walkthrough will begin at the Avon Public Works Facility, 11 Arch Road, Avon, CT 06001.

A walkthrough of the Town of Canton facilities is scheduled to take place at 10:00 AM on Tuesday, April 13, 2021. The walkthrough will begin at the Canton Town Hall – Lower Level, 4 Market Street, Collinsville, CT 06022.

The Interviews, Preliminary Notice of Award and Contract Execution dates are anticipated, not certain, dates.

4. OBTAINING THE IFB

All documents that are a part of this IFB can be found on the Town’s website, www.avonct.gov, (under “Find It Fast”) Public Bids & RFPs.

5. BID SUBMISSION INSTRUCTIONS

Bids must be received in the Avon Town Hall, Town Manager’s Office, 60 West Main Street, Avon, CT 06001 prior to Bid Closing Time. Postmarks prior to Bid Closing Time do **NOT** satisfy this condition. The Towns will **NOT** accept late Bids. The Towns will **NOT** accept submissions by e-mail or fax. Bidders are solely responsible for ensuring timely delivery.

One (1) original and two (2) copies of all Bid documents must be submitted in sealed, opaque envelopes clearly labeled with the Bidder’s name, the Bidder’s address, the words "**BID DOCUMENTS**," and the **Bid Title, Bid Number, and Bid Closing Time**. The Town may decline to accept Bids submitted in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such Bid documents and inform the Bidder that the Bid documents may be resubmitted in a sealed envelope properly marked as described above.

Bid prices must be submitted on the Bid Form included in this IFB. All blank spaces for Bid prices must be completed in ink or be typewritten; Bid prices must be stated in both words and figures. The person signing the Bid Form must initial any errors, alterations or corrections on that form. Ditto marks or words such as “SAME” shall not be used in the Bid Form.

Bids may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the Bid Closing Time. Bids are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) calendar days after the opening date, in order to give the Town sufficient time to review the Bids, investigate the Bidders’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful Bidder.

An authorized person representing the legal entity of the Bidder must sign the Bid Form and all other forms included in this IFB.

6. QUESTIONS AND AMENDMENTS

Questions concerning the process and procedures applicable to this IFB are to be submitted **only in writing** (including by e-mail or fax) and directed **only to**:

Name: Grace Tiezzi
Department: Town of Avon
Assistant Town Manager
E-mail: gtiezzi@avonct.gov
Phone: (860) 409-4300
Fax: (860) 409-4368

Questions concerning this IFB Specifications are to be submitted **only in writing** (including by e-mail or fax) and directed **only to**:

Name: Alex Trujillo
Department: Town of Avon
Deputy Director of Public Works
E-mail: atrujillo@avonct.gov
Phone: (860) 673-6151

Name: Robert Martin
Department: Town of Canton
Director of Public Works
E-Mail: rmartin@townofcantonct.org
Phone: (860) 693-7863

Bidders are prohibited from contacting any other Town employee, officer or official concerning this IFB. A Bidder's failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed above must receive any questions from Bidders not later than seven (7) business days before the Bid Closing Time. That representative will confirm receipt of a Bidder's questions by e-mail.

The Town will answer all relevant written questions by issuing one or more addenda, which shall be a part of this IFB and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to Bid Closing Time, the Town will post any addenda on the Town's website, www.avonct.gov, (under "Find It Fast"), Public Bids & IFBs. **Each Bidder is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its Bid in accordance with the IFB as modified by the addenda.**

No oral statement of the Towns, including oral statements by the Towns' representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this IFB, and no Bidder shall rely on any alleged oral statement.

7. ADDITIONAL INFORMATION

The Town reserves the right, either before or after the opening of Bids, to ask any Bidder to clarify its Bid or to submit additional information that the Town, in its sole discretion, deems desirable.

8. COSTS FOR PREPARING BID

Each Bidder's costs incurred in developing its Bid are its sole responsibility, and the Town shall have no liability for such costs.

9. OWNERSHIP OF BIDS

All Bids submitted become the Town's property and will not be returned to Bidders.

10. FREEDOM OF INFORMATION ACT

All information submitted in a Bid or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A Bidder's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A Bidder must identify specifically the pages and portions of its Bid or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the Bidder cooperates with the Town as described in this section, the Town shall, to the extent permitted by law, protect from unauthorized disclosure such Confidential Information.

If the Town receives a request for a Bidder's Confidential Information, it will promptly notify the Bidder in writing of such request and provide the Bidder with a copy of any written disclosure request. The Bidder may provide written consent to the disclosure, or may object to the disclosure by notifying the Town in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The Bidder shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not only appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate.

11. REQUIRED DISCLOSURES

Each Bidder must, in its Bid Form, make the disclosures set forth in that form. A Bidder's acceptability based on those disclosures lies solely in the Town's discretion.

12. REFERENCES

Each Bidder must complete and submit the Bidder's Statement of References Form included in this IFB.

13. LEGAL STATUS

If a Bidder is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of the State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any Bidder's legal status. Each Bidder must complete the Bidder's Legal Status Disclosure Form included in this IFB.

14. BID SECURITY

This item is not applicable to this IFB.

15. PRESUMPTION OF BIDDER'S FULL KNOWLEDGE

Each Bidder is responsible for having read and understood each document in this IFB and any addenda issued by the Town. A Bidder's failure to have reviewed all information that is part of or applicable to this IFB, including but not limited to any addenda posted on the Town's website, shall in no way relieve it from any aspect of its Bid or the obligations related thereto.

Each Bidder is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this IFB or the provision of goods or performance of the work described herein.

By submitting a Bid, each Bidder represents that it has thoroughly examined and become familiar with the scope of work outlined and/or the goods described in this IFB, and it is capable of performing the work and/or delivering and/or installing the goods to achieve the Towns' objectives. If applicable, each Bidder shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its Bidder.

16. SUBSTITUTION FOR NAME BRANDS

This item is not applicable to this IFB.

17. TAX EXEMPTIONS

The Towns are exempt from the payment of federal excise taxes and Connecticut sales and use taxes pursuant to the US Internal Revenue Code of 1954 and to Conn. Gen. Stat. Chapter 219, § 12-412(1).

18. INSURANCE

The successful Bidder shall, at its own expense and cost, obtain and keep in force at least the insurance listed in the Insurance Requirements that are a part of this IFB. The Town reserves the right to request from the successful Bidder a complete, certified copy of each required insurance policy.

19. PERFORMANCE SECURITY

This item is not applicable to this IFB.

20. DELIVERY ARRANGEMENTS

This item is not applicable to this IFB.

21. AWARD CRITERIA; PRELIMINARY SELECTION; CONTRACT EXECUTION

The Town reserves the right to correct, after Bidder verification, any mistake in a Bid that is a clerical error, such as a price extension, decimal point error or FOB (delivery) terms. If an error exists in an extension of prices, the unit price shall prevail. In the event of a discrepancy between the price quoted in words and in figures, the words shall control.

The Towns reserve the right to accept all or any part of a Bid, reject all Bids, and waive any informalities or non-material deficiencies in a Bid. The Towns also reserve the right, if applicable, to award the purchase of individual items under this IFB to any combination of separate Bids or Bidders. The Towns may elect to issue contracts to separate Bidders, if either Town deems it in its best interest to do so.

The Towns will select the Bid that best meets the criteria set forth in the IFB and is in the best interests of the Towns; meaning that, in addition to price, due consideration will be given to factors such as a Bidder's experience, references, capabilities, past performance, and other relevant criteria. The Towns may reject any Bidder if, in the sole judgment of the Towns, the Bidder's past performance gives rise to a substantial risk that the Bidder may not provide satisfactory performance.

The Towns generally will not award the Bid to any business that or person who is in arrears or in default to the Towns with regard to any tax, debt, contract, security or any other obligation.

The Towns will issue a Preliminary Notice of Award. The preliminary notice of award may be subject to further negotiations with the Bidder. **The making of a preliminary award to a Bidder does not provide the Bidder with any rights and does not impose upon the Towns any obligations. The Towns are free to withdraw a preliminary award at any time and for any reason. A Bidder has rights, and the Towns have obligations, only if and when a Contract is executed by the Towns and the Bidder.**

If the Bidder does not provide all required documents and execute the Contract within ten (10) business days of the date of the Preliminary Notice of Award, unless extended by the Towns, the Towns may call any Bid security provided by the Bidder and may enter into discussions with another Bidder.

The Interviews, Preliminary Notice of Award and Contract Execution dates in Section 3's Key Dates are anticipated, not certain, dates.

22. NONRESIDENT REAL PROPERTY CONTRACTORS

This item is not applicable to this IFB.

23. COMPLIANCE WITH IMMIGRATION LAWS

By submitting a Bid, each Bidder confirms that it has complied, and during the term of the Contract will comply, with the Immigration Reform and Control Act ("IRCA") and that each person it provides under the Contract will at all times be authorized for employment in the United States of America. Each Bidder confirms that it has a properly completed Employment Eligibility Verification, Form I-9, for each person who will be assigned under the Contract and that it will require each subcontractor, if any, to confirm that it has a properly completed Form I-9 for each person who will be assigned under the Contract.

The successful Bidder shall defend, indemnify, and hold harmless the Towns, their employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the “Town Indemnified Parties”), against any and all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses or expenses, including fines, penalties, punitive damages, attorney’s fees and costs, brought or assessed against, or incurred by, the Town Indemnified Parties related to or arising from the obligations under IRCA imposed upon the successful Bidder or its subcontractor. The successful Bidder shall also be required to pay any and all attorney’s fees and costs incurred by the Town Indemnified Parties in enforcing any of the successful Bidder’s obligations under this provision, whether or not a lawsuit or other proceeding is commenced. The successful Bidder’s obligations under this section shall survive the termination or expiration of the Contract.

24. NON COLLUSION AFFIDAVIT

Each Bidder shall submit a completed Bidder’s Non Collusion Affidavit Form that is part of this IFB.

END OF STANDARD INSTRUCTIONS TO BIDDERS

TOWNS OF AVON & CANTON, CONNECTICUT

REQUIRED CONTRACT TERMS

The following provisions will be mandatory terms of the Towns' Contract with the successful Bidder. If a Bidder is unwilling or unable to meet, or seeks to clarify or modify, any of these Contract Terms, the Bidder must disclose that inability, unwillingness, clarification and/or modification in its Bid Form (see Section 11 of the Standard Instructions to Bidders):

1. DEFENSE, HOLD HARMLESS AND INDEMNIFICATION

The successful Bidder agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Towns, their employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Towns Indemnified Parties"), from and against all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses or expenses, including attorney's fees, arising out of or relating, directly or indirectly, to the successful Bidder's malfeasance, misconduct, negligence or failure to meet its obligations under the IFB or the Contract. The successful Bidder's obligations under this section shall not be limited in any way by any limitation on the amount or type of the successful Bidder's insurance. Nothing in this section shall obligate the successful Bidder to indemnify the Town Indemnified Parties against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of the Town Indemnified Parties.

In any and all claims against the Town Indemnified Parties made or brought by any employee of the successful Bidder, or anyone directly or indirectly employed or contracted with by the successful Bidder, or anyone for whose acts or omissions the successful Bidder is or may be liable, the successful Bidder's obligations under this section shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by the successful Bidder under workers' compensation acts, disability benefit acts, or other employee benefits acts.

The successful Bidder shall also be required to pay any and all attorney's fees incurred by the Town Indemnified Parties in enforcing any of the successful Bidder's obligations under this section. The successful Bidder's obligations under this section shall survive the termination or expiration of the Contract.

As municipal agencies of the State of Connecticut, the Towns will NOT defend, indemnify, or hold harmless the successful Bidder.

2. NO ASSIGNMENT; SUBCONTRACTING

The successful Bidder may not subcontract, transfer or assign any of its obligations under the Contract, except as follows:

Prior to entering into any subcontract agreement(s) for the work described in the Contract, the successful Bidder shall provide the Towns with written notice of the identity (full legal name, street address, mailing address (if different from street address), and telephone number) of each proposed subcontractor. The Towns shall have the right to object to any proposed subcontractor by providing the successful Bidder with written notice thereof within seven (7) business days of receipt of all required information about the proposed subcontractor. If the Towns object to a proposed

subcontractor, the successful Bidder shall not use that subcontractor for any portion of the work described in the Contract.

All permitted subcontracting shall be subject to the same terms and conditions as are applicable to the successful Bidder. **The successful Bidder shall remain fully and solely liable and responsible to the Towns for performance of the work described in the Contract.** The successful Bidder also agrees to promptly pay each of its subcontractors within thirty (30) days of receipt of payment from the Town(s) or otherwise in accordance with law. The successful Bidder shall assure compliance with all requirements of the Contract. The successful Bidder shall also be fully and solely responsible to the Towns for the acts and omissions of its subcontractors and of persons employed, whether directly or indirectly, by its subcontractor(s).

3. W-9 FORM

The successful Bidder must provide the Towns with a completed W-9 form before Contract execution.

4. GENERAL PROVISIONS CONCERNING PAYMENTS

Except as otherwise noted in the Specifications or Contract, all payments are to be made 30 days after the appropriate Town employee receives and approves the invoice, unless otherwise specified in the Specifications.

5. TOWN INSPECTION OF WORK

The Towns may inspect the successful Bidder's work at all reasonable times. This right of inspection is solely for the benefit of the Towns and does not transfer responsibility to the Towns for discovering patent or latent defects. The successful Bidder has the sole and exclusive responsibility for performing in accordance with the Contract.

6. REJECTED WORK OR MATERIALS

The successful Bidder, at its sole cost and expense, shall remove from Town property any rejected items, commodities and/or work within 48 hours of notice of rejection from either Town. Immediate removal may be required when safety or health issues are present.

7. MAINTENANCE AND AVAILABILITY OF RECORDS

The successful Bidder shall maintain all records related to the work described in the IFB for a period of five (5) years after final payment under the Contract or until all pending Town, state and federal audits are completed, whichever is later. Such records shall be available for examination and audit by Town, state and federal representatives during that time.

8. ADVERTISING

The successful Bidder shall not name the Towns in its advertising, news releases, or promotional efforts without prior written approval from the Towns.

If it chooses, the successful Bidder may list the Towns in a Statement of References or similar document required as part of its response to a public procurement. Permission from either Town to the successful Bidder to do so is not a statement about the quality of the successful Bidder's work or an endorsement by either Town of the successful Bidder.

9. PREVAILING WAGES

This item is not applicable to this IFB.

10. PREFERENCES

See policy attached to this section for **Town of Canton only**.

LOCAL BIDDER PREFERENCE POLICY

On any item, project or service which value exceeds \$7,500 or which is advertised through a competitive bid process and in which there is a qualified Town Based Resident Bidder, the lowest responsible bidder shall be determined in the following order:

1. A Town Based Resident Bidder which has submitted a bid not more than 10% higher than the lowest responsible bid may be awarded the bid provided such Town Based Resident Bidder agrees to accept the award of the bid at the amount of the lowest responsible bidder.
2. If more than one Town Based Resident Bidder has submitted a bid not more than 10% higher than the lowest responsible bid, the lowest responsible bidder shall be the Town Based Resident Bidder which submitted the lowest bid.
3. Otherwise, the award will go to the lowest responsible bidder who would qualify if there were no Town Based Resident Bidder.

Any local vendor meeting the requirements of a Town Based Resident Bidder, as defined below, responding to the solicitation shall be required to submit a signed Local Bidder Affidavit Form with the bid submittal. Failure to submit an affidavit form, may at the option of the Town, result in disqualification as a local vendor and ineligibility for contract award.

The term "Town Based Resident Bidder" shall mean any business with a principal place of business located within the Town of Canton. A business shall not be considered to be a Town Based Resident Bidder unless evidence to establish that such business has a bona fide principal place of business in Canton is included with each bid submitted by the business. Such evidence may include documentation of ownership, or a long-term lease of the real estate from which the principal place of business is operated or payment of property taxes on the personal property of the business to be used in the performance of the bid.

The Local Bidder Preference process shall not apply under the following circumstances:

- 1) Professional services contracts which are awarded on subjective criteria in addition to cost.
- 2) Contracts using state, federal or other funds that have regulations disallowing such practice.

3) If the qualified Town Based Resident Bidder is not current in the payment of all local taxes.

4) Bids made through regional organizations or state agencies such as state contracts, CROC or CIRMA, when the product or services offered have already been selected through a competitive process.

5) Bids received through a reverse auction process.

11. WORKERS COMPENSATION

This item is not applicable to this IFB.

12. SAFETY

This item is not applicable to this IFB.

13. NONDISCRIMINATION AND AFFIRMATIVE ACTION

In the performance of the Contract, the successful Bidder will not discriminate or permit discrimination in any manner prohibited by the laws of the United States or of the State of Connecticut against any person or group of persons on the grounds of race, color, religious creed, age (except minimum age), marital status or civil union status, national origin, ancestry, sex, sexual orientation, mental retardation, mental disability or physical disability, including but not limited to blindness, unless the successful Bidder shows that such disability prevents performance of the work involved.

In the performance of the Contract, the successful Bidder will take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age (except minimum age), marital status or civil union status, national origin, ancestry, sex, sexual orientation, mental retardation, mental disability or physical disability, including but not limited to blindness, unless the successful Bidder shows that such disability prevents performance of the work involved.

In accordance with each Town's Affirmative Action Plan, the successful Bidder shall comply with all provisions of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, United States Executive Orders 11246, 11375, 11478, and if applicable, the Connecticut Fair Employment Practice Law and Executive Order No. 3 of Governor Meskill.

Any violation of these provisions shall be considered a material violation of the Contract and shall be grounds for the cancellation, termination or suspension, in whole or in part, of the Contract and may result in ineligibility for further Town contracts.

14. STATE GRANT/LOAN AGREEMENT

This item is not applicable to this IFB.

15. SUCCESSFUL BIDDER PERSONNEL MUST BE AUTHORIZED TO WORK

The Successful Bidder confirms that it has complied with the obligations under the Immigration Reform and Control Act (IRCA) and that the employees, independent contractors and other personnel it provides under this Contract are authorized for employment in the United States. The successful Bidder further confirms that it has properly completed I-9s for all employees assigned to the Towns' places of business. The successful Bidder agrees to hold harmless and indemnify the Towns in the event that any of the employees or other personnel provided by the successful Bidder are found not to be authorized to work under the law or in the event that there is a determination that the obligations set forth under IRCA, including, but not limited to, the failure to correctly prepare and maintain I-9s, have not been complied with by the successful Bidder. The successful Bidder agrees to indemnify, defend and hold the Towns harmless against any claims brought against the successful Bidder or the Towns as a result of these obligations, including but not limited to, settlement fees, judgments and attorneys' fees and costs.

16. CESSATION OF BUSINESS/BANKRUPTCY/RECEIVERSHIP

If the successful Bidder ceases to exist, dissolves as a business entity, ceases to operate, files a petition or proceeding under any bankruptcy or insolvency laws or has such a petition or proceeding filed against it, the Towns have the right to terminate the Contract effective immediately. In that event, the Towns reserve the right, in their sole discretion as they deem appropriate and without prior notice to the successful Bidder, to make arrangements with another person or business entity to provide the services described in the Contract and to exercise any or all of its rights at Law, in equity, and/or under the Contract.

17. NON-EMPLOYMENT RELATIONSHIP

The Towns and the successful Bidder are independent parties. Nothing contained in the Contract shall create, or be construed or deemed as creating, the relationships of principal and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms and conditions of the Contract. The successful Bidder understands and agrees that it is not entitled to employee benefits, including but not limited to workers compensation and employment insurance coverage, and disability. The successful Bidder shall be solely responsible for any applicable taxes.

18. VALIDITY

The invalidity of one or more of the phrases, sentences or clauses contained in the Contract shall not affect the remaining portions so long as the material purposes of the Contract can be determined and effectuated.

19. COMPLIANCE WITH LAWS; PERMITS

The successful Bidder shall comply with all applicable laws, regulations, ordinances, codes and orders of all governmental bodies, including the United States, the State of Connecticut and the Towns, related to its Bid and the performance of the Contract. The successful Bidder shall also, at its own expense, obtain all permits and approvals from all such governmental bodies required for performance of the Contract, and shall immediately notify the Towns in writing of the loss or suspension of any such approval or permit.

20. CONNECTICUT LAW AND COURTS

The Contract shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Connecticut, and the parties irrevocably submit in any suit, action or proceeding arising out of the Contract to the jurisdiction of the United States District Court for the District of Connecticut or of any court of the State of Connecticut, as applicable.

END OF REQUIRED CONTRACT TERMS

TOWNS OF AVON & CANTON, CONNECTICUT

**SPECIFICATIONS FOR
CONTRACTED HVAC MAINTENANCE SERVICE
IFB 20/21-6**

SCOPE OF SERVICES

The Contractor(s) shall schedule and complete all routine HVAC maintenance and the annual boiler cleanings during the normal business hours of 7:00 am through 3:30 pm, Monday through Friday. Contractor(s) shall also perform all emergency HVAC maintenance as requested and/or approved by the Towns within two (2) hours of such request being made, regardless of the time of day, the day of the week, or whether or not such call is made on a holiday. The Contractor may identify and retain subcontractors for specialized equipment that may be required as part of the Scope of Services. When providing routine and/or emergency maintenance on the Towns' HVAC equipment, Contractor(s) shall use its own labor, tools and transportation.

OPERATION AND MAINTENANCE RECORDS

The Contractor shall maintain accurate records of work performed; including, but not limited to, the following: emergency repairs, routine maintenance, preventative maintenance, inspection reports, etc. All logs, records, reports, etc., shall be kept and maintained onsite. All logs, records, reports, etc. shall be submitted for approval by the Owner. The Contractor should also affix a tag on each heating and cooling plant showing a record of maintenance calls and the work performed.

The following is a list of routine duties that the Contractor(s) shall perform at Town of Avon sites:

Town of Avon Town Hall, Building #1

Contractor shall maintain the following machinery:

- (2) Weil-McLain Gas Boilers GV-6
- (1) Taco Circ. Pump MN 555NXLLY-6257
- (1) American Standard AHU – Model #TWE120E300AB
- (1) American Standard AHU – Model #TWE090D300AA
- (1) American Standard Condensing Unit – Model #TTA09D300AA
- (1) American Standard Condensing Unit – Model #TTA120E300AA
- (2) GE Built-in AC/Heat Window Units #MN-AZ28E150ABM1
- (1) Climate Control Model #NFa5B
- Filter sizes: (7) 16x25x1
- (1) Aprilaire Dehumidifier Model #1850

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.

- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Town Hall, Building #2

Contractor shall maintain the following machinery:

- (1) York A/C Unit Pad Mounted #E1FB036525A
 - (1) Attic Air Handler #TWD718B100A2
 - (1) Attic Air Handler Trane #BPCB-302C-A
 - (1) Trane Heat Pump #TWD718B100A2
- Filter sizes: 20x25x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.

- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Police Department, Building #3

Contractor shall maintain the following machinery:

- (1) Trane Compressor/Condenser Unit – Model #CGAEC40GABAIETR
 - (1) AO Smith Gas Water Heater/89 Gallon – Model #BTC 154 920
 - (2) Burnham Gas Boilers – Model #807B – WI
 - (1) Armstrong Circular Pump
 - (1) Glycol Pump – Model #141C-
 - (1) Glycol Pump / 1/3 HP Nepco – Model #7BN04B
 - (2) Siebe Vent Control Motors
 - (4) Trane Unit Heaters – Model #NHSA018W2DAAA
 - (5) Trane Blower/Coil Air Handlers – Model #BCHB0361BB0L2311B3G
 - (1) Trane Blower/Coil Air Handler – Model #BCHB0901BB0L2311BF0
 - (1) Samsung Ductless HVAC – Model #AQV36JAX – not in use
 - (1) Mitsubishi Ductless A/C – Model #PUY-A36NHA4
 - (1) Mitsubishi Electric Condensing Unit – Model #PUY-A3NHA4
 - (1) Mitsubishi Electric Split-System heat pump – Model #MXZ-3C30NAHZ2
- Filter sizes: 20x20x2 and 16x25x2

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace broken or worn belts.
- Supply and install new air filters.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).

- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Police Department, Building #4 Annex

Contractor shall maintain the following machinery:

- (1) HB Smith Gas Boiler – Model #G300-S/W-7
 - (1) Jet Gas Water Heater – Model #M-1-100V-199-3N
 - (1) McQuay Air Handler – Model #LSL106CV
 - (1) McQuay Air Handler – Model #LSL104CV
 - (1) McQuay Condensing Unit – Model #C080C0
 - (1) Thermal Zone Condensing Unit – Model #TZAA-324-ZA
 - (1) Arcoair Condensing Unit – Model #RZA3366KC1
- Filter sizes: (2) 20x20x2 and (2) 16x25x2

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Supply and install new air filters
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Town Hall, Building #5

Contractor shall maintain the following machinery:

- (1) Weil-McLain Gas Boiler GV-6
 - (2) Carrier A/C Units – Model #24APA560A0030010
 - (3) Carrier Air Handlers – Model #FX4CNB060
- Filter sizes: (2) 24x24x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Supply and install new air filters
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace dirty air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Town Hall, Building #6

Contractor shall maintain the following machinery:

- (1) Weil-McLain Gas Boiler GV-6
 - (1) Carrier A/C Unit – Model #24APA548A300
 - (3) Carrier A/C Units – Model #24APA560A300
 - (1) Carrier Air Handler – Model #CNPVP4821ACAAAAA
 - (3) Carrier Air Handlers – Model #FX4CNB060
 - (1) Carrier Furnace – Model # 58MXB100F10116
- Filter sizes: 24x24x1 and 16x20x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Town Hall, Building #7

Contractor shall maintain the following machinery:

- (1) RBI Spectrum Gas Boiler #SB350
 - (3) First Co. AC Units/Air Handlers
 - 1 - #60HBXB-HW
 - 1 - #36HBXB-HW
 - 1 - #48HBXB-HW
 - (3) Pad Mounted Carrier AC Units
 - 1 – Carrier #38TKB036340
 - 1 – Carrier #38TKB048370
 - 1 – Carrier #38TKB060350
 - 1 – Carrier #24APA560A300
 - (1) Carrier Air Handler – Model #FX4CN2060
 - (1) Taco Circ. Pump #0012-F4-1
- Filter sizes: 24x24x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Police Department, Building #8

Contractor shall maintain the following machinery:

- (1) Carrier Gas Furnace A/C Unit – Model #CD3AYA036000AAAA
Filter sizes: (1) 16x25x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Supply and install new air filters
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Start-up and shut down air conditioning / heating systems and controls.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.

- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Public Library

Contractor shall maintain the following machinery:

Heat Pump	Manufacturer/ Model	AHU Make/Model #	AHU Filters	Return Fan Make/Model	ERV	ERV Make/Model	ERV Filters
HP-1	Enertech GBT060	Lenox CBX32MV-068-230-6-06	20x25x1	Greenheck SQ-130-VG	ERV-3	Fantech SER1150 4N	Washable
HP-2	Enertech GBT048	Lenox CBX32MV-048-230-6-06	20x24x1	Greenheck SQ-130-VG	ERV-1	Greenheck Minivent-450	(2) 14x20x1
HP-3	Enertech GBT048	Lenox CBX32MV-048-230-6-06	20x24x1	Greenheck SQ-130-VG	ERV-1	Greenheck Minivent-450	(2) 14x20x1
HP-4	Enertech GBT060	Lenox CBX32MV-060-230-6-06	20x24x1	Greenheck SQ-130-VG	ERV-2	Greenheck Minivent-750	(2) 16x20x1
HP-5	Enertech GBT072	Lenox CBX32MV-068-230-6-06	20x25x1	Greenheck SQ-140-VG	ERV-3	Fantech SER1150 4N	Washable
HP-6	Enertech GBT072	Lenox CBX32MV-068-230-6-06	20x25x1	Greenheck SQ-140-VG	ERV-3	Fantech SER1150 4N	Washable
HP-7	Enertech GBT048	Lenox CBX32MV-048-230-6-06	20x24x1	Greenheck SQ-140-VG	ERV-3	Fantech SER1150 4N	Washable
HP-8	Enertech GBT060	Lenox CBX32MV-068-230-6-06	20x25x1	Greenheck SQ-140-VG	ERV-3	Fantech SER1150 4N	Washable
HP-9	Enertech GBT048	Lenox CBX32MV-048-230-6-06	20x24x1	Greenheck SQ-130-VG	ERV-3	Fantech SER1150 4N	Washable
HP-10	Enertech GBT060	Lenox CBX32MV-068-230-6-06	20x25x1	Greenheck SQ-140-VG	ERV-3	Fantech SER1150 4N	Washable
HP-11	Enertech GBT024	Lenox CBX32MV-018/024-230-6-06	20x15x1	Greenheck SQ-90-VG	ERV-1	Greenheck Minivent-450	(2) 14x20x1
HP-12	Enertech GBT036	Lenox CBX32MV-024/030-230-6-06	20x20x1	Greenheck SQ-130-VG	ERV-2	Greenheck Minivent-750	(2) 16x20x1
HP-13	Enertech GBT048	Lenox CBX32MV-048-230-6-06	20x24x1	Greenheck SQ-130-VG	ERV-2	Greenheck Minivent-750	(2) 16x20x1
HP-14	Enertech GBT024	Lenox CBX32MV-018/024-230-6-06	20x15x1	Greenheck SQ-100-VG	ERV-2	Greenheck Minivent-750	(2) 16x20x1
HP-15	Enertech GBT048	Lenox CBX32MV-048-230-6-06	20x24x1	Greenheck SQ-130-VG	ERV-2	Greenheck Minivent-750	(2) 16x20x1
HP-16	Enertech GBT024	Lenox CBX32MV-018/024-230-6-06	20x15x1	Greenheck SQ-95-VG	ERV-1	Greenheck Minivent-450	(2) 14x20x1
HP-17	Enertech GWS072	NONE	N/A	N/A	N/A	N/A	N/A
HP-18	Enertech GBT048	Lenox CBX32MV-048-230-6-06	20x24x1	Greenheck SQ-100-VG	ERV-1	Greenheck Minivent-450	(2) 14x20x1
HP-19	Enertech GBT060	Lenox CBX32MV-068-230-6-06	20x25x1	Greenheck SQ-120-VG	ERV-1	Greenheck Minivent-450	(2) 14x20x1
HP-20	Enertech GBS018	Lenox CBX32MV-018/024-230-6-06	20x15x1	Greenheck SQ-90-VG	ERV-1	Greenheck Minivent-450	(2) 14x20x1
HP-21	Enertech GBT024	Lenox CBX32MV-018/024-230-6-06	20x15x1	Greenheck SQ-100-VG	ERV-1	Greenheck Minivent-450	(2) 14x20x1

All Equipment:

Contractor shall perform the following tasks on all equipment (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors for correct voltage and amp draw.
- Inspect fasteners and screws for tightness.
- Check for contact surface pitting and mounting security.
- Supply and install new air filters for AHU's.
- For Energy Recovery Ventilators (ERV-1 & EVR-2): check motor for lubrication and lubricate those equipped with oil hole. Inspect/clean fan motor and energy wheel. Inspect/replace energy wheel belt drive.
- For Energy Recovery Ventilators (ERV-3): clean washable filters and inspect/clean energy core.
- Start-up and shut down air conditioning / heating systems and controls.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Provide a detailed report of any and all problems found.
- Inspect/clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check drain pans, traps and condensate lines and clean if necessary.
- Test and adjust Gylcol concentration and inhibitors to maintain water quality within heat pump manufacturer's specifications.
- Check and maintain expansion tank pre-charge pressure.
- Open ball valve on air/dirt separator to purge debris from collection chamber.
- Maintain Gylcol levels in Gylcol Make-Up Unit. Record any loss or gain in tank.
- Pump bearings, shaft seals and motors without lubricating nipples are maintenance free. Lubricate motors with lubricating nipples with a high-temperature cithium-based grease.
- Spot check flow rates on heat pumps.
- Record entering and leaving condenser water temperatures and entering and leaving evaporator air temperatures on all systems.
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Senior Center

Contractor shall maintain the following machinery:

- (2) Weil-McLain Gas Boilers MOD #VHE6
- (1) A O Smith Gas Water Heater MOD #BT 100 110 98 GAL
- (2) Armstrong Circulation Pumps MOD #CV 56T17D1067BP
- (1) In Ceiling Heat Unit in Kitchen
- (2) York Air Handlers MOD #N2AHD16a06C
- (5) Auto FLD Humidifiers MOD #A405
- (1) Modine Hot Water Heater MOD #HS24S01
- (1) York Air Handler #N2AHD14A06C

- (1) York Air Handler #N2AHD10A06C
 - (1) Frigidaire Air Handler #B3BM-024K-AB
 - (5) York Condensing Units
 - (2) Gibson Condensing Units #JS3BA-018KA
 - (2) Air Handlers in the sprinkler room
 - (1) Air Handler in the ceiling of the ladies bathroom
 - (2) Air Handlers in the closet next to the kitchen
 - (1) Air Handler in the ceiling outside of the computer room
 - (1) Air Handler in the boiler room
- Filter sizes: (1) 20x30x1, (1) 16x22 3/4x1, (1) 22x26x1, (1) 12 1/2x22x1, (1) 12x24x1, and (1) 22x26x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burner assemblies.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Countryside Park

Contractor shall maintain the following machinery:

- (1) Gibson Condensing Unit-Model #JS5BD-048KA
- (1) Strate Air Oil Fired Furnace Model #120-LB
- (1) Furnace Mounted AC Coil (CAC/BDP) #CK5BXA048021AAAA
- Filter sizes: (2) 10x20x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

The Contractor shall clean the oil fired furnace one (1) time annually before the heating season.
Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Avon Public Works Facility

Contractor shall maintain the following machinery:

- (2) Modine Gas Unit Heaters M.D. POP200AE0130
- (1) Modine Gas Unit PDP2500130
- (2) Modine Gas Unit M.N. PA200A
- (2) Modine Gas Unit M.N. PA50A
- (1) Modine Gas Unit PDP200AEO 130 Needs Replacing
- (1) Carrier RTU Heat/AC MN. 48HCEAGAZA5A0A0A0
- (1) REZNOR Propane Heater MN UDAS150-S
- (1) REZNOR Used Oil Furnace
- Filter sizes: (4) 16x16x2

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Recycling Center

Contractor shall maintain the following machinery:

- (1) Weir McLain Oil Fired Boiler MOD #P-SGO-4
- (1) Dayton Gas Fired Water Heater MOD #3E311E 40 Gal
- (1) Sterling Gas Heater MOD #CF-125
- (1) Reznor Waste Oil Burner #RA-235

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

The Contractor shall clean the oil fired furnace and waste oil burner one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Avon Fire Company #1

Contractor shall maintain the following machinery:

- (1) MultiTemp Gas Boiler MN. MR500
 - (1) Gas Fired Water Heater 40 Gal. G51-40T34-3N
 - (1) American Standard RTU Heat/AC Gas #MN YSC 036A3RHA1DA000000000 AD B
 - (1) Carrier TRU Heat/AC Gas MN. 48TJF016
 - (2) Sterling Heaters MN. 644-112
 - (2) Sterling Heaters MN. H120-412
 - (1) Ductless Split-System Heat Pump (Indoor Unit) – Model # SLZ-KA09NA
 - (1) Ductless Split-System Heat Pump (Outdoor Unit) – Model # SUZ-KA09NA
- Filter sizes: (2) 16x20x2 and (2) 20x30x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Fire Company #2

Contractor shall maintain the following machinery:

- (1) HB Smith Oil Fired Boiler BB14-*-6
 - (3) Ceiling Mounted Heat Units 1TT Grinnel #44EE10T12
 - (4) Taco Circulating Pumps 007-F5
 - (1) AC Coil Attic #MOD4TEE3F65B1000AA
 - (1) Trane Condensing Unit #4TTX4060C1000AA
- Filter sizes: (1) 20x25x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

The Contractor shall clean the oil fired boiler one (1) time annually before the heating season.
Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.

- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Avon Fire Company #3

Contractor shall maintain the following machinery:

- (1) Trane Gas Heat/AC Unit Meeting Room MOD #BLU090F960B1
 - (2) Young Ceiling Mount Heaters (Bays) MOD #11-119
 - (1) Multi Temp Gas Boiler MOD #MR-600B
 - (1) Bradford White Gas Water Heat MOD #MI403S6EN12
 - (1) Sanyo AC Unit Basement Lounge #KS1271
 - (1) Modine Ceiling Mount Heat in Basement
 - (3) Taco Circulating Pumps 0011-F4
- Filter sizes: (1) 16x25x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Check all circulation pumps (if applicable).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

Town of Avon Fire Company #4

Contractor shall maintain the following machinery:

- (1) Trane Condensing Unit MOD #XL14: 4TTX4060 C1000AA
- (1) HB Smith Oil Fired Boiler
- (2) Ceiling Mounted Heat Units Young 11-119
- (3) Taco Circulating Pumps 0011-F4

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

The Contractor shall clean the oil fired boiler one (1) time annually before the heating season.
Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Avon Animal Shelter

Contractor shall maintain the following machinery:

- (1) Lennox Pad Mounted AC Unit
 - (1) Lennox Gas Furnace #G2603-75-6
 - (1) Furnace Mounted AC Coil Unit MOD #C23-26-1
- Filter sizes: 16x25x1

Contractor shall perform the following tasks four (4) times per year:

- Test and calibrate all controls and safety devices.
- Check electrical starters.
- Check and tighten all electrical connections on unit.
- Test fan motors.
- Clean and inspect condenser coils, blades and fan guards.
- Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- Check for contact surface pitting and mounting security.
- Check and adjust heating and air conditioning equipment belts.
- Replace heating and air conditioning filters.
- Start-up and shut down air conditioning / heating systems and controls.
- Supply and install new air filters.
- Replace broken or worn belts.
- Check and make appropriate the amount of refrigerant in the circuit.
- Check condition of solder joints.
- Check heat exchanger.
- Clean burners assembly.
- Check ignition controls and safety features.
- Adjust proper combustion mixture.
- Provide a detailed report of any and all problems found.
- Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- Fan motors and wheels should be checked for dust and dirt accumulation and cleaned as needed where applicable.
- Motors should be checked and lubricated as needed and where applicable.

NOTE: Contractor will replace worn or failed parts with the approval of the Town's Director of Public Works or his designee. Where statistical data on similar equipment indicates that a component is approaching a failure point, then such component may be repaired or replaced in advance to prevent a system failure. If possible, such replacement shall be in kind with parts and or materials or be equal in quality and specifications to existing equipment.

The following is a list of routine duties that The Contractor(s) shall perform at Town of Canton sites. It should be noted that the equipment listed may not be comprehensive but only is a representation of the components to be maintained as part of this contract:

Town of Canton Police Department

Contractor shall maintain the following machinery:

- ✓ (1) Lochinvar Copper Fin II Boiler
- ✓ (1) Weil-McLain Storage Tank Plus 120
- ✓ (1) Trane TWE030P13080 Condensing Unit
- ✓ (2) American Standard 20Z12MKA5F Condensing Unit
- ✓ (3) Trane TWE060P13080 Condensing Unit
- ✓ (1) Trane 2TTR2024A1000 AA Air Handler with heat coil
- ✓ (1) Trane 2TTR2036A1000 AA Air Handler with heat coil
- ✓ (3) Trane 2TTR2060A1000 AA Air Handler with heat coil
- ✓ (1) Hydronic Fan Unit heating only in Sally Port
- ✓ (1) Hydronic Fan Unit in Mechanical Room second floor
- ✓ (1) Mitsubishi Split System in Mechanical Room second floor

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace broken or worn belts.
- ✓ Replace all heating and air conditioning filters.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Canton Library/Community Center Building

Contractor shall maintain the following machinery:

- ✓ (1) Lochinvar Boiler...CHN0990
- ✓ (1) State Electric Hot Water Heater
- ✓ (6) Armstrong Circulation Pumps
- ✓ (13) Trane Packaged Rooftop Units...YCD037C3LAB2
- ✓ (2) Trane Packaged Rooftop Units 10 Ton
- ✓ (1) Trane Packaged Rooftop Unit 15 Ton
- ✓ (5) Rooftop Exhaust Units
- ✓ (2) Trane 3 ½ ton Condensers
- ✓ (2) Trane 1 ½ ton Condensers
- ✓ (1) Broadair 2 ½ ton Condensers
- ✓ (4) Split Systems Units Lower Level
- ✓ (7) Vulcan Heating Only Entrance Units
- ✓ (1) Vulcan Heating Only Unit In Boiler Room

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters.
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.

- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean burner assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Canton Town Hall

Contractor shall maintain the following machinery:

- ✓ (1) Carrier Chiller 30HR050-B140...2 Compressors
- ✓ (1) Baltimore Air Cole Cooling Tower...J0605B-B22
- ✓ (6) Taco pumps
- ✓ (6) Carrier 40RS008400 AHUs
- ✓ (2) Peerless Boilers ECT-05-175WLL, BOE-WB-110-WFC
- ✓ (1) Viessmann Vitodens 200-W (3 modular units)
- ✓ (1) Mitsubishi Split System
- ✓ (1) Lot pleated air filter

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.

- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters.
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Annually clean air conditioning condenser coil tubes.
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the oil fired boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Canton Highway Department Garage

Contractor shall maintain the following machinery:

- ✓ (2) Buderus Logamax plus GB 162 -80-G20 Condensing Gas Boiler
- ✓ (2) Buderus Logamax plus GB 162 kW/80 kW Pump Group
- ✓ (3) Taco Circulation Pumps
- ✓ (1) AO Smith Proline XE GPVX 75L 210 Water Heater
- ✓ (1) AM 10 Modulating Control
- ✓ (1) Buderus MCM 10 Multi Cascade Module
- ✓ (1) Buderus RC 35 Room Control Unit
- ✓ (2) Modine 6-583.10 Gas Fired Unit Heaters
- ✓ (1) American Standard TWE-SVX03C-EN Split System Cooling/Heat Pump Air Handler
- ✓ (1) Ingersoll Rand Split System Heat Pump Condenser
- ✓ (1) Mitsubishi MUZ G1 24NA Split System Heat Pump
- ✓ (1) Mitsubishi MUZ G1 24NA Split System Condenser

Maintenance of air conditioning systems shall be completed (2) times per year. Maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating filters.
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.
- ✓ Provide a detailed report of any and all problems found.

Town of Canton Collinsville Fire Station

Contractor shall maintain the following machinery:

- ✓ (1) MLX – 454H Aerco gas fired Boiler
- ✓ (1) Amtrol Boilermate
- ✓ (3) B & G circulator pumps
- ✓ (1) Taco Bronze circulator pump

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.
- ✓ Provide a detailed report of any and all problems found.

Town of Canton North Canton Fire Station

Contractor shall maintain the following machinery:

- ✓ (1) Dayton Model # 4DG34 Propane fired unit in garage bays
- ✓ (2) 16X25X2
- ✓ (1) AHN Carrier Model # 48TME0068 – A – 5 roof top unit with 5 tons cooling & propane gas heating

Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters.
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.

- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean burner assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

NOTE: Contractor will replace worn or failed parts with the approval of the Town's Director of Public Works or his designee. Where statistical data on similar equipment indicates that a component is approaching a failure point, then such component may be repaired or replaced in advance to prevent a system failure. If possible, such replacement shall be in kind with parts and or materials or be equal in quality and specifications to existing equipment.

Town of Canton Water Pollution Control Authority

Contractor shall maintain the following machinery:

- ✓ (1) HB Smith Cast Iron Boiler Model 8 Series – S/W-5, with a Beckett Burner, Model AFG Series
- ✓ (3) Modine Gas Heaters
- ✓ (1) Buderus Boiler Model G115 WS/4, with a Riello Burner, Model R40, Type 262 T

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

NOTE: Contractor will replace worn or failed parts with the approval of the Town's WPCA Superintendent or his designee. Where statistical data on similar equipment indicates that a component is approaching a failure point, then such component may be repaired or replaced in advance to prevent a system failure. If possible, such replacement shall be in kind with parts and or materials or be equal in quality and specifications to existing equipment. Contractor shall submit separate invoices to the Town of Canton, and the Water Pollution Control Authority for these services under separate purchase orders.

TOWN OF CANTON BOARD OF EDUCATION

The following is a list of routine duties that The Contractor(s) shall perform at Town of Canton Board of Education sites. It should be noted that the equipment listed may not be comprehensive but only is a representation of the components to be maintained as part of this contract:

Town of Canton Cherry Brook School

Contractor shall maintain the following machinery:

- ✓ (2) H B Smith Series 28A-7 Oil Boilers
- ✓ (1) State Gas Hot Water Heater
- ✓ (3) B & G Series 90 Circulation Pumps
- ✓ (17) Exhaust / Supply Fans, various sizes
- ✓ (4) Air Handling Units, 3- McQuay LSL-111, 1- McQuay RBS-8028
- ✓ (2) Ground Mounted Condensing Units, Model ALP-021C (20 Tons)
- ✓ (22) Unit Heaters, various sizes
- ✓ (3) Heat Recovery Coils

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.

- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters.
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Canton Intermediate School

Contractor shall maintain the following machinery:

- ✓ (2) HB Smith Model GLO 4500-S14 Boiler
- ✓ (5) Bell & Gossett Circulation Pumps, various sizes
- ✓ (3) Roof Top AHU
- ✓ (12) Carrier Exhaust / Supply Fans, various sizes
- ✓ (3) Nessbitt Model RCA-150 Ground Mounted Condensing Unit
- ✓ (18) Nessbitt Unit Ventilators, various sizes
- ✓ (3) Nessbitt Air Handling Units, various sizes
- ✓ (1) Boiler Feed System – Dunham Bush Model AWCV5
- ✓ (2) Olin Chemical Feeders

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters.
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.
- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Canton Middle / Town of Canton High School

Contractor shall maintain the following machinery:

- ✓ (1) HB Smith Model 28A B1 Natural Gas Boiler
- ✓ (2) Viessmann Vitodens 200-W (4 modular units) & Viessmann Vitodens 200-W (4 modular units)
- ✓ (4) Bell & Gossett Circulation Pumps Model 1510-1.5 BC
- ✓ (5) Trane Roof Top Units (20-40 Tons)
- ✓ (7) Air Handler Units (1-2 Tons)
- ✓ (7) Ground Mounted Condensing Units Model 12KL11
- ✓ (26) Greenheck Ventilator Fans, various sizes
- ✓ (40) Trane Unit Heaters, various sizes

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters.
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricate bearings, motors, and pumps as required.
- ✓ Calibrate operating and safety controls.
- ✓ Brush and vacuum clean heat exchanger and flue pipe.
- ✓ Inspect flue connections and induced draft motor if applicable.

- ✓ Replace fuel oil nozzles, strainers, and filters.
- ✓ Check and set combustion efficiency.
- ✓ Manually blow down boiler.
- ✓ Check expansion tank, drain as required.
- ✓ Adjust boiler pressure and temperature as needed.
- ✓ Visually inspect system for oil and water leaks.

Town of Canton Board of Education Central Office

Contractor shall maintain the following machinery:

- ✓ (2) Air Handler Units, various sizes
- ✓ (1) Unit Heater

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters.
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

NOTE: Contractor will replace worn or failed parts with the approval of the Town's Superintendent of Schools or his designee. Where statistical data on similar equipment indicates that a component is approaching a failure point, then such component may be repaired or replaced in advance to prevent a system failure. If possible, such replacement shall be in kind with parts and or materials or be equal in quality and specifications to existing equipment.

PAYMENT

Routine Maintenance

Contractor(s) will be paid by each Town for the performance of routine maintenance work therein in two (2) equal installments per contract year. The first installment shall be payable on January 1st of each contract year (for work performed between July and December). The second installment shall be payable on July 1st of each contract year (for work performed between January and June). Contractor shall submit separate invoices to each Town, as Contractor(s) will enter into separate contracts with each Town. Contractor shall submit separate invoices for emergency services upon completion of the work.

Emergency Work

All additional charges for services rendered that are not part of routine maintenance should be in accordance with the following terms and conditions:

1. Parts and Materials will be charged at Contractor's cost plus markup for overhead and profit. Vendor invoices will accompany all billing for parts and materials.
2. Labor Rate is for on-site time from arrival to completion (the Town will not pay for port to port travel) as well as incidentals, environmental fees, fuel, etc. Overtime Labor Rate may be applied to all emergency service calls on holidays and outside of normal business hours; same conditions as in Labor Rate apply.
3. Requests for emergency services will be dispatched immediately. A licensed technician will report on site within two (2) hours of request.
4. Routine maintenance service calls will be performed by the Contractor during normal business hours (7:00 AM to 3:30 PM). Contractor to provide the Town with a 24 hour notice in advance of performing any maintenance services.
5. Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.
6. All invoicing for emergency services should be submitted separately for each service call and building location.

TOWNS OF AVON & CANTON, CONNECTICUT
INSURANCE REQUIREMENTS FOR
CONTRACTED HVAC MAINTENANCE SERVICE
IFB 20/21-6

General Liability & Automobile Coverage Requirements:

- a. Commercial General Liability:
 - Each Occurrence: \$1,000,000
 - Personal/Advertising Injury Per Occurrence: \$1,000,000
 - General Aggregate: \$2,000,000
 - Product/Completed Operations Aggregate: \$2,000,000
 - Damage to Rented Premises \$ 100,000
- b. Automobile Liability:
 - Each Accident: \$1,000,000
 - Hired/Non-owned Auto Liability \$1,000,000
- c. Worker's Compensation, as required by Connecticut State statutes.
- d. The "Town of Avon" is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance.
- e. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A- : VII.
- f. The contractor shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.
- g. It is desired by the Town that no insurance be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743. Endorsements to the contractor's policies may be used to comply with this requirement.
- h. The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.

TOWNS OF AVON & CANTON, CONNECTICUT

BID FORM
CONTRACTED HVAC MAINTENANCE SERVICES
IFB 20/21-6

BIDDER'S FULL LEGAL NAME:

TOWN OF AVON – BID PRICE

Pursuant to and in full compliance with the IFB, the undersigned bidder, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the IFB, including any addenda, hereby offers and agrees as follows:

To provide the products and/or services specified in, and upon the terms and conditions of, the IFB for the total **three year** sum of _____/100 Dollars (write out in words) (\$ _____).

Option year sum of _____/100 Dollars (write out in words) (\$ _____).

Under no circumstances should respondents include extraneous fees on this form.

ACKNOWLEDGEMENT

In submitting this Bid Form, the undersigned bidder acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed products and/or services called for in the IFB. Except as otherwise expressly stated in the IFB, no additional payment of any kind will be made for the products and/or services called for in the IFB.

TOWN OF AVON

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON TOWN HALL, BUILDING #1:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON TOWN HALL, BUILDING #2:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON POLICE DEPARTMENT, BUILDING. 3:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON POLICE DEPARTMENT, BUILDING. 4:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON TOWN HALL, BUILDING #5:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON TOWN HALL, BUILDING #6:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON TOWN HALL, BUILDING #7:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON POLICE DEPARTMENT, BUILDING. 8:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON PUBLIC LIBRARY:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON SENIOR CENTER:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2023 through 6/30/2024 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON COUNTRYSIDE PARK:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON PUBLIC WORKS FACILITY:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON RECYCLING CENTER:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON FIRE COMPANY #1:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON FIRE COMPANY #2:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON FIRE COMPANY #3:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON FIRE COMPANY #4:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
AVON ANIMAL SHELTER:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

***PROPOSED FEE FOR EMERGENCY HVAC MAINTENANCE SERVICES AT
ALL AVON LOCATIONS MENTIONED ABOVE:***

Total emergency rate for 7/01/2021 through 6/30/2022	\$	per hour
Total emergency rate for 7/01/2022 through 6/30/2023	\$	per hour
Total emergency rate for 7/01/2023 through 6/30/2024	\$	per hour
<i>Total emergency rate for 7/01/2024 through 6/30/2025 (opt.)</i>	\$	per hour

***PROPOSED FEE FOR ADDITIONAL CHARGES NOT PART OF ROUTINE MAINTENANCE
ALL AVON LOCATIONS MENTIONED ABOVE:***

	<u>7/01/2021 -</u> <u>6/30/2022</u>	<u>7/01/2022 -</u> <u>6/30/2023</u>	<u>7/01/2023 -</u> <u>6/30/2024</u>	<u>7/01/2024 -</u> <u>6/30/2025 (opt.)</u>
Parts/Material Overhead Profit	_____ %	_____ %	_____ %	_____ %
Truck & Trip Charge	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile
Additional Mileage	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile
Labor Rate (8:30 am-4:30 pm)	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile
* Overtime Labor Rate	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile

*Note: Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.

I acknowledge that I have read and understand the IFB to provide Contracted HVAC Maintenance Services, and that I am both able and willing to meet the terms and conditions of this sample contract. I am aware that I am prohibited from including any extraneous fees on this fee Bid form.

Name & Title: _____

Signature: _____ Date: _____

TOWNS OF AVON & CANTON, CONNECTICUT

BID FORM
CONTRACTED HVAC MAINTENANCE SERVICES
IFB 20/21-6

BIDDER'S FULL LEGAL NAME:

TOWN OF CANTON – BID PRICE

Pursuant to and in full compliance with the IFB, the undersigned bidder, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the IFB, including any addenda, hereby offers and agrees as follows:

To provide the products and/or services specified in, and upon the terms and conditions of, the IFB for the total **three year** sum of _____/100 Dollars (write out in words) (\$ _____).

Option year sum of _____/100 Dollars (write out in words) (\$ _____).

Under no circumstances should respondents include extraneous fees on this form.

ACKNOWLEDGEMENT

In submitting this Bid Form, the undersigned bidder acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed products and/or services called for in the IFB. Except as otherwise expressly stated in the IFB, no additional payment of any kind will be made for the products and/or services called for in the IFB.

TOWN OF CANTON

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON POLICE DEPT.:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON LIBRARY / COMMUNITY CENTER:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON TOWN HALL:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON HIGHWAY DEPARTMENT GARAGE:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON COLLINSVILLE FIRE STATION:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
NORTH CANTON FIRE STATION:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON WATER POLLUTION CONTROL AUTHORITY:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON CHERRY BROOK SCHOOL:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON INTERMEDIATE SCHOOL:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON MIDDLE / HIGH SCHOOL:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
<i>Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)</i>	\$

**PROPOSED FEES FOR ROUTINE HVAC MAINTENANCE SERVICES AT
CANTON BOARD OF EDUCATION OFFICES:**

Total annual service fee for 7/01/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$
Total annual service fee for 7/01/2024 through 6/30/2025 (opt.)	\$

**PROPOSED FEE FOR EMERGENCY HVAC MAINTENANCE SERVICES AT
ALL CANTON LOCATIONS MENTIONED ABOVE:**

Total emergency rate for 7/01/2021 through 6/30/2022	\$	per hour
Total emergency rate for 7/01/2022 through 6/30/2023	\$	per hour
Total emergency rate for 7/01/2023 through 6/30/2024	\$	per hour
Total emergency rate for 7/01/2024 through 6/30/2025 (opt.)	\$	per hour

**PROPOSED FEE FOR ADDITIONAL CHARGES NOT PART OF ROUTINE MAINTENANCE
ALL CANTON LOCATIONS MENTIONED ABOVE:**

	<u>7/01/2021 -</u> <u>6/30/2022</u>	<u>7/01/2022 -</u> <u>6/30/2023</u>	<u>7/01/2023 -</u> <u>6/30/2024</u>	<u>7/01/2024 -</u> <u>6/30/2025 (opt.)</u>
Parts/Material Overhead Profit	_____ %	_____ %	_____ %	_____ %
Truck & Trip Charge	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile
Additional Mileage	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile
Labor Rate (8:30 am-4:30 pm)	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile
* Overtime Labor Rate	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile	\$ _____ /mile

*Note: Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.

I acknowledge that I have read and understand the IFB to Provide Contracted HVAC Maintenance Services, and that I am both able and willing to meet the terms and conditions of this sample contract. I am aware that I am prohibited from including any extraneous fees on this fee Bid form.

Name & Title: _____

Signature: _____ Date: _____

REQUIRED DISCLOSURES

1. Exceptions to/Clarifications of/Modifications of the IFB

_____ This Bid does not take exception to or seek to clarify or modify any requirement of the IFB, including but not only any of the required Contract Terms beginning on page 12 of this IFB. **The bidder agrees to each and every requirement, term, provision and condition of this IFB.**

OR

_____ This Bid takes exception(s) to and/or seeks to clarify or modify certain of the IFB requirements, including the Required Contract Terms. **Attached is a sheet fully describing each such exception.**

2. State Debarment List

Is the bidder on the State of Connecticut's Debarment List?

_____ Yes _____ No

3. Occupational Safety and Health Law Violations

Has the bidder or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the Bid (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the Bid?

_____ Yes _____ No

If "yes," attach a sheet fully describing each such matter.

4. Arbitration/Litigation

Has either the bidder or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any pending or resolved arbitration or litigation?

_____ Yes _____ No

If "yes," attach a sheet fully describing each such matter.

5. Criminal Proceedings

Has the bidder or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

_____ Yes _____ No

If "yes," attach a sheet fully describing each such matter.

6. Ethics and Offenses in Public Projects or Contracts

Has either the bidder or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of Bids or bids or the performance of work on public works projects or contracts?

_____ Yes _____ No

If "yes," attach a sheet fully describing each such relationship.

7. No Conflict of Interest

Is the bidder aware of any personal or business relationship between a Town officer or employee and an officer, director, member, manager or partner of the bidder that could be regarded as creating a conflict of interest?

_____ Yes _____ No

If "yes," attach a sheet fully describing each such matter.

NOTE: THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID BID, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE BID. SUCH SIGNATURE CONSTITUTES THE BIDDER'S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPROMISING THE IFB, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY _____
(PRINT NAME)

TITLE: _____

(SIGNATURE)

DATE: _____

END OF BID FORM

TOWN OF AVON, CONNECTICUT

BIDDER'S LEGAL STATUS DISCLOSURE

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the bidder's regular employees regularly in attendance to carry on the bidder's business in the Bidder's own name. An office maintained, occupied and used by a Bidder only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a Bidder will not be considered a permanent place of business of the Bidder.

IF A SOLELY OWNED BUSINESS:

Bidder's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business under sole proprietor or trade name _____

Does the Bidder have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A CORPORATION:

Bidder's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Officers

President

Secretary

Chief Financial Officer

Does the Bidder have a “permanent place of business” in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

IF A LIMITED LIABILITY COMPANY:

Bidder’s Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner’s Full Legal Name _____

Number of years engaged in business _____

Names of Current Manager(s) and Member(s)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

(Attach additional sheets as necessary)

Does the Bidder have a “permanent place of business” in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

IF A PARTNERSHIP:

Bidder's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Partners

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

(Attach additional sheets as necessary)

Does the Bidder have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

Bidder's Full Legal Name

(print)
Name and Title of Bidder's Authorized Representative

(signature)
Bidder's Representative, Duly Authorized

Date

END OF LEGAL STATUS DISCLOSURE FORM

TOWN OF AVON, CONNECTICUT

BIDDER'S NON COLLUSION AFFIDAVIT FORM

BID FOR:

The undersigned Bidder, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the Bid is genuine; it is not a collusive or sham Bid;
- (2) the Bidder developed the Bid independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the Bidder, its employees and agents have not communicated the contents of the Bid to any person not an employee or agent of the Bidder and will not communicate the Bid to any such person prior to the official opening of the Bid; and
- (4) no elected or appointed official or other officer or employee of the Town of Avon is directly or indirectly interested in the Bidder's Bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned Bidder further certifies that this affidavit is executed for the purpose of inducing the Town of Avon to consider its Bid and make an award in accordance therewith.

Legal Name of Bidder

(signature)
Bidder's Representative, Duly Authorized

Name of Bidder's Authorized Representative

Title of Bidder's Authorized Representative

Date

Subscribed and sworn to before me this ____ day of _____ 2021.

Notary Public
My Commission Expires:

END OF NON COLLUSION AFFIDAVIT FORM

TOWN OF CANTON, CONNECTICUT

LOCAL PREFERENCE AFFIDAVIT

STATE OF _____)
) ss.
COUNTY OF _____)

Date _____

_____ (affiant), being first duly sworn, deposes and says:

- 1) That I am over the age of 18 and understand the obligations of an oath.
- 2) That I am the owner, partner, officer, representative, or agent of _____, the bidder/proposer that has submitted the attached bid/proposal.
- 3) That bidder/proposer has a principal place of business located at _____, which is in the Town of Canton.
- 4) That the bidder/proposer is current on all taxes, both personnel and real estate and all fees, including, but not limited to sewer use fees.
- 5) That if bidder/proposer is not the owner of the real estate where such principal place of business is located, then bidder/proposer is submitting proof that such address is the bona fide principal place of business, such as a lease or personnel property tax bill.
- 6) That bidder/proposer has read the Local Bidder Preference Policy and being aware of its terms and conditions, swears that it is a qualified "Town Based Resident Bidder" as specified in the Policy.

(Signed) _____
Affiant

(Title) _____

On this ____ day of _____, 2021, before me personally appeared _____, who made oath that he/she has read the foregoing Local Preference Affidavit and that based on his/her own knowledge believe the same to be true.

Notary Public (My Comm. Expires _____)
Commissioner of the Superior Court

END OF LOCAL PREFERENCE AFFIDAVIT FORM

TOWN OF AVON, CONNECTICUT
CONTRACTED HVAC MAINTENANCE SERVICE
BIDDER'S STATEMENT OF REFERENCES FORM
IFB 20/21-6

Provide at least three (3) references:

1. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

2. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

3. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

END OF STATEMENT OF REFERENCES FORM

HVAC MAINTENANCE SERVICE AGREEMENT

This _____ Contract (the “Contract”) is entered into the _____ day of _____, 20__ (“Effective Date”) by and between the Town of Avon, a political subdivision of the State of Connecticut, (the “Town”) and _____ *[name of entity]*, a _____ *[type of entity]*, whose principal office is located at _____, _____, _____ (the “Contractor”).

WHEREAS, the Town has issued a Request for Bids (the “IFB”) for Contracted HVAC Maintenance Service (the “Work”); and

WHEREAS, Contractor submitted a Bid to the Town, dated _____, 20__ (the “Bid”); and

WHEREAS, the Town has selected Contractor and the Town and the Contractor desire to enter into a formal agreement for the performance of the Work;

THEREFORE, in consideration of the recitals set forth above and the mutual promises by the parties below, the parties agree as follows:

1. General. The Contractor agrees to perform the Work in accordance with the Contract Documents, as defined in Section 2 below.
2. Contract Documents. The Contract Documents include the following:
 - (i) The Contract;
 - (ii) The IFB, including the Standard Instructions to Bidders, Required Contract Terms, and Specifications;
 - (ii) Any addenda or modifications to the IFB issued prior to opening of IFB or agreed to by the parties after opening but prior to Contract execution; and
 - (iv) The Bid submitted by the Contractor.

In the event of a conflict or inconsistency between or among the Contract, the IFB and/or the Bid, this Contract shall have the highest priority, the IFB the second priority, and the Bid the third priority.

3. Incorporation of Required Contract Terms. Without limiting the foregoing, **this Contract incorporates by reference all of the Required Contract Terms set forth in the IFB**, which shall be deemed as fully as part of this Contract as if they were set forth in their entirety in this Contract.

4. Term of Contract; Commencement of Work. Unless earlier terminated as provided in Section 6 below, the term of the Contract shall commence on the Effective Date of the Contract and be in effect until _____. However, the Contractor shall not start the Work prior to having received a notification to proceed from the Town.
5. Contract Payments. The Town will pay the Contractor for work completed in accordance with Section 4 of the Required Contract Terms of the IFB and the Price Bid contained in the Bid Form of the IFB
6. Failure to Perform by Contractor. If the Contractor fails to perform this Contract in accordance with its terms, the Town shall have the right, in addition to all other remedies it may have, to declare the Contract in default and enter into an agreement with another person to perform the Work. In that event, the Contractor shall pay the Town, as liquidated damages, the amount of any excess of the new price over the price in the Contract Documents, both pro-rated to the period of time covered by the unexpired term of the Contract at the time of default, plus any legal or other costs incurred by the Town in terminating the Contract and securing a new contractor.
7. If the Town does not budget funds in sufficient amounts to pay for the continuation of Contract in years subsequent to the first year of the Contract, the Town may terminate the Contract at the end of the last year for which funding has been approved and the Town shall have no obligation or liability to the Contractor for the unfunded year or years.
8. Change Orders, Price Modifications, and Other Amendments. The Town shall have the right to require the Contractor to make alterations of, additions to and deductions from the Work. All such changes to the Scope of Work shall be made by a written change order written by the Town. The Contractor shall compute the effect of the change order upon the Contract price, subject to review and acceptance by the Town.
9. Entire Contract. The Contract Documents represent the entire and integrated agreement between the Town and the Contractor and supersede all prior negotiations, representations or agreements, whether written or oral.
10. Amendments. The Contract may not be altered or amended except by a written agreement executed by both parties.
11. Execution. The Contract may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. The Contract shall become binding when one or more counterparts have been signed by each of the parties hereto and delivered (including delivery by facsimile or other electronic means) to each of the parties.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the day and year first written above.

THE TOWN OF AVON

[Witness]

By _____
Brandon Robertson
Town Manager

[COMPANY NAME]

[Witness]

By _____
Its _____

HVAC MAINTENANCE SERVICE AGREEMENT

This _____ Contract (the “Contract”) is entered into the _____ day of _____, 20__ (“Effective Date”) by and between the Town of Canton, a political subdivision of the State of Connecticut, (the “Town”) and _____ *[name of entity]*, a _____ *[type of entity]*, whose principal office is located at _____, _____, _____ (the “Contractor”).

WHEREAS, the Town has issued a Request for Bids (the “IFB”) for Contracted HVAC Maintenance Service (the “Work”); and

WHEREAS, Contractor submitted a Bid to the Town, dated _____, 20__ (the “Bid”); and

WHEREAS, the Town has selected Contractor and the Town and the Contractor desire to enter into a formal agreement for the performance of the Work;

THEREFORE, in consideration of the recitals set forth above and the mutual promises by the parties below, the parties agree as follows:

1. General. The Contractor agrees to perform the Work in accordance with the Contract Documents, as defined in Section 2 below.
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 - (ii) The IFB, including the Standard Instructions to Bidders, Required Contract Terms, and Specifications;
 - (iii) Any addenda or modifications to the IFB issued prior to opening of IFB or agreed to by the parties after opening but prior to Contract execution; and
 - (iv) The Bid submitted by the Contractor.

In the event of a conflict or inconsistency between or among the Contract, the IFB and/or the Bid, this Contract shall have the highest priority, the IFB the second priority, and the Bid the third priority.

3. Incorporation of Required Contract Terms. Without limiting the foregoing, **this Contract incorporates by reference all of the Required Contract Terms set forth in the IFB**, which shall be deemed as fully as part of this Contract as if they were set forth in their entirety in this Contract.

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7. If the Town does not budget funds in sufficient amounts to pay for the continuation of Contract in years subsequent to the first year of the Contract, the Town may terminate the Contract at the end of the last year for which funding has been approved and the Town shall have no obligation or liability to the Contractor for the unfunded year or years.
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9. Entire Contract. The Contract Documents represent the entire and integrated agreement between the Town and the Contractor and supersede all prior negotiations, representations or agreements, whether written or oral.
10. Amendments. The Contract may not be altered or amended except by a written agreement executed by both parties.
11. Execution. The Contract may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. The Contract shall become binding when one or more counterparts have been signed by each of the parties hereto and delivered (including delivery by facsimile or other electronic means) to each of the parties.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the day and year first written above.

THE TOWN OF CANTON

[Witness]

By _____
Robert Skinner
Chief Administrative Officer

[COMPANY NAME]

[Witness]

By _____
Its _____