



Town of Clifton Park

Buildings & Grounds

One Town Hall Plaza • Clifton Park, New York 12065 • (518) 371-6651 Ext. 251 • Fax: (518) 371-1136

BID FORM

Date: _____

Company Name: _____

Bid Name: _____

TOTAL LUMP SUM BID FOR ALL EQUIPMENT PER YEAR _____

Please include breakdown per location on a separate sheet.

Name/Title: _____

Signature: _____



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The Town of Clifton Park, Through the Buildings & Grounds Department seeks bids from qualified and certified entities for a HVAC Preventative Maintenance Agreement for multiple buildings owned by The Town of Clifton Park New York.

The agreement shall be for **Three (3)** years. The term is from April 1, 2024, through March 31, 2027 with the option to extend (1) year upon mutual agreement.

The agreement shall include, but not limited to:

Operating inspection of each piece of equipment twice a year.

Preventative Maintenance of each piece of equipment at least twice a year or according to manufacturer's recommendation.

Annual cleaning of any and all AC and Chiller coils

Change any and all air filters four times a year

24/7 Emergency Service policy with hourly labor rate and any trip or travel charges

Equipment to be maintained in the agreement includes but not limited to:

Multiple sizes and brands of unit heaters located in multiple locations.

Multiple roof top units on several buildings

Fan Coil Units throughout the Town Hall building

Two air handlers

One cooling tower

One ice rink chiller

One air cooled chiller

Several circulator pumps located in multiple buildings

Multiple AC condensing units in several locations

Multiple gas fired hot water heaters in multiple locations

Multiple gas fired furnaces in multiple locations.

The equipment brands are multiple, some of which are: Reznor, Modine, Carrier, Lennox, York, Weil-McLain, BAC, Bell & Gossett, Dayton, Taco and others.

Due to the wide variety, amount and many locations of the equipment, a mandatory pre-bid walk through meeting and inspection will be held on Friday March 8, 2024, at 9 AM starting at the Town Hall building, in the Wood Memorial Meeting Room. Plan on half a day and driving from site to site.

Sealed bids must be received at the Town Clerk's Office at One Town Hall Plaza, Clifton Park, NY, 12065, by 2:00 PM on Thursday March 14, 2024, at which time bids will be opened. Please identify your bid as "HVAC maintenance agreement".

Please use attached bid form

The Town requires proof of Liability Insurance with One Million Dollars naming the Town as an additional insured, as well as appropriate Workers Compensation Insurance and automobile insurance.

Prevailing wage rate as described by New York State must be paid. The Town of Clifton Park reserves the right to reject any and all bids.

Bid documents are available at cliftonpark.org – departments – town clerk's office – bulletin Board or by emailing Town Clerk Teresa Brobston at tbrobston@cliftonpark.org or available for pick-up in the Town Clerk's Office. If necessary, Addendums will be posted on the Town website, same location.

The Town of Clifton Park reserves the right to require a performance bond of 5% of the bid price.

For information contact Dan Clemens, Director of Buildings, Parks, and Recreation at dclemens@cliftonpark.org 518-371-6651 ext. 248.