

**JACQUELINE IZZO**  
MAYOR



**ZACH CORTESE**  
PURCHASING AGENT

**PURCHASING DEPARTMENT**  
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[www.romenewyork.com](http://www.romenewyork.com)

**BID NUMBER: RFP-2019-015**

**BID TITLE: FULL PREVENTIVE MAINTENANCE AND REPAIR FOR HVAC SYSTEMS AT VARIOUS CITY OF ROME LOCATIONS**

**BID OPENING: 6/12/19 at 3:00 PM (local time)**

**COMPANY NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME/TITLE:** \_\_\_\_\_

**TOTAL OF BID** \_\_\_\_\_

\_\_\_\_\_

**PROPOSER'S WARRANTY:** The above-signed person by his/her affixed signature certifies that he/she is an officer of the organization. He/she has been specifically authorized to offer a proposal in full compliance with all requirements and conditions, as set forth in this Proposal, other than those deviations noted above. He/she has fully read and understands the Proposal and has full knowledge of the scope, nature, quantity, and quality of work to be performed and that he/she has carefully examined and checked the materials, equipment, labor, service, and cost thereof, and hereby states that the amount or amounts set forth in the proposal is or are correct. The bidder further agrees not to make claim for reformation, modification, or correction of this proposal after the scheduled closing time for receipt of proposal bids.



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## **INVITATION AND INSTRUCTIONS TO BID**

The City of Rome, New York invites your firm to participate in the enclosed Request For Bid Proposal for:

**BID NUMBER: RFP-2019-015**

**BID TITLE: FULL PREVENTIVE MAINTENANCE AND REPAIR FOR HVAC SYSTEMS AT VARIOUS CITY OF ROME LOCATIONS  
SITE VISIT ON 6/3/2019 AT 10 AM CITY HALL LOBBY**

This sealed bid will be publicly opened and read in the Common Council Chambers at:

**6/12/2019 at 3:00 PM (local time)**

Proposer's Warranty Form, Responsible Bidder Form and Non-Collusive Statement must be completed and signed and returned with proposal.

Bid must be covered by Money Order, Certified Check, or Bid Bond in the amount of 5% of the amount of the total bid.

Sealed bids must be clearly marked with the bid number and title and sent to the address below, where they will be time-stamped, local time to:

**RFB-2019-015  
Office of the City Clerk  
Rome City Hall  
198 North Washington Street  
Rome, NY 13440**

If additional information is required, please contact:

**Zach Cortese, Purchasing Agent  
City of Rome  
198 North Washington Street  
Rome, NY 13440  
Phone: 315-339-7665  
Fax: 315-838-1165**

Email: [zcortese@romecitygov.com](mailto:zcortese@romecitygov.com) Or, electronically at [www.romenewyork.com](http://www.romenewyork.com); click on Purchasing Department; Bid Opportunities.

The City of Rome, New York, reserves the right to reject any or all proposals or to accept any bid deemed to be in its best interest.



## **GENERAL CONDITIONS**

### **A. SCOPE OF WORK:**

Service shall include providing full preventive maintenance and repair to HVAC systems at various City of Rome locations, ie: Rome City Hall, Rome Records Retention Building, Rome Art and Community Center, Rome Justice Building, Rome Train Station, Rome DDSO, and JF Kennedy Arena. Total of 7 locations.

### **SITE VISIT:**

Each prospective vendor is required to visit the premises where scheduled maintenance and service of HVAC equipment is required by the specifications. As a result of the site visit, the prospective vendor will be regarded by the City of Rome as having full knowledge of the physical conditions, refrigerant charge and equipment at each facility.

**Site Visit on 6/3/2019 at 10AM – to meet at City Hall 1<sup>st</sup> Floor Lobby.  
Contact person Dave Bruno at 315-272-8904 OR Mark Montalbano  
315-795-0325.**

### **B. QUESTIONS REGARDING SPECIFICATIONS:**

Questions must be directed to the Purchasing Agent, Zach Cortese at [zcortese@romecitygov.com](mailto:zcortese@romecitygov.com) or (315) 315-339-7665.

### **C. CONTRACT PERIOD:**

Shall be for two years from date of execution with (1) extensions of (12) months, without escalations, and may be awarded upon mutual written agreement between the City of Rome and the Vendor.

### **D. TAX:**

Purchases by the City of Rome, New York, are not subject to any sales tax, federal excise tax or transportation tax.

### **E. FINANCE CHARGES:**

The City of Rome will not be subjected to finance or late charges under this contract.

### **F. PRICE AND PRICE ADJUSTMENTS:**

Unless otherwise stated in this document, at no time during the term of any contract arising from an award by the City of Rome may any of the contract pricing be changed for any reason without written approval by the City. All pricing shall remain firm for the first six months from the date of award. Once, per each twelve-month period the vendor or the City may request a price adjustment. The vendor shall give the City a minimum of thirty (30) calendar days notification of any request for a price adjustment. Said adjustment may at no time exceed the Consumer Price Index for all items as calculated by the City of Rome Purchasing Department.. Should the City deem the

requested adjustment unacceptable, the City reserves the right to terminate the contract in accordance with the terms of the bid and seek pricing from whatever sources legally available.

**G. DURATION OF PROPOSAL OFFER:**

Proposals are irrevocable for a period of sixty (60) calendar days following the closing date of this bid proposal.

**H. METHOD OF AWARD:**

The contract shall be awarded to the lowest responsible and responsive bidder whose proposal meets the requirements set forth herein. Final determination will be made by the City as deemed to be in its best interests. Taken into consideration will be the reliability of the bidder, the quality of the materials/services offered, their level of quality and conformity with the specifications, and the terms of delivery.

**I. ACCEPTANCE OR REJECTION:**

The City of Rome Board of Estimate and Contract reserves the right to accept or reject any or all bids received.

**J. COMPLETION DATE & DELIVERY SCHEDULE:**

Each bidder must include in the proposal an approximate delivery date from contract award. Delivery time may or may not be considered at the time of bid consideration.

**K. TIME IS OF THE ESSENCE: All times stated herein are of the essence.**

**L. NOTICE OF DELAY:**

If the successful bidder encounters difficulty in meeting performance requirements or has knowledge of a possible delay, the vendor shall immediately notify the Purchasing Agent, preferably in writing. A slippage will require the vendor to demonstrate an alternate means of recovering the anticipated or actual delay in contract performance.

**M. GUARANTEE/WARRANTY**

The bidder must guarantee that the equipment offered is a model of regular stock product, with parts regularly used for this type of equipment offered; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations or standard practices. The unit delivered must be warranted against faulty materials and workmanship for a

period that should such faults develop, the bidder agrees to replace/repair the unit or part affected without cost to the City of Rome, New York, with all replacement parts paid for by the contractor.

## **N. INSURANCE**

The City of Rome New York requires general liability coverage in the amount of \$1,000,000 each occurrence /\$2,000,000 general aggregate, with The City of Rome, New York as certificate holder and additional insured. The accepted form of proof is ACORD 25 (2009/09) – Certificate of Liability Insurance.

For workers' Compensation and Disability Benefits insurance, please use forms C-105.2, U-26.3 or DB120.1, respectively. Information on these forms are located at website (<http://www.wcb.state.ny.us/content/main/Forms.jsp>).

Forms must be signed by an authorized representative of the insurer. All policies must provide for written notice to the City of Rome to be delivered in accordance with the policy provisions. All forms may be completed by your agent/broker, do not require notarization and will be accepted electronically when sent directly from your agent/broker.

<p><b>C-105.2</b> (9/07)</p>	<p>Certificate of NYS Workers' Compensation Insurance Coverage (All private NYS licensed workers' compensation carriers are required to issue the C-105.2. Please note that the State Insurance Fund issues a different form, the U-26.3 form, as its version of the C-105.2)</p>	<p>Employers insured for workers' compensation through a private insurance carrier</p>	<p>Filed with any entity requesting to be a certificate holder including a government agency issuing a permit, license or contract. The C-105.2 must be completed by the insurance carrier or its licensed insurance agent.</p>	<p><u>Employers must obtain this form from either their NYS workers' compensation insurance carrier or a licensed NYS insurance agent of that carrier.</u></p> <p>Carriers, their licensed agents, and Self-Insured Employers may email the Board at <a href="mailto:Certificates@wcb.ny.gov">Certificates@wcb.ny.gov</a> to obtain controlled forms not available on this website.</p>
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<p><b>DB-120.1</b> (5/06)</p>	<p>Certificate Of Insurance Coverage Under The NYS Disability Benefits Law</p>	<p>Employers insured for NYS statutory disability benefits insurance through an insurance carrier.</p>	<p>Filed with any entity requesting to be a certificate holder including a government agency issuing a permit, license or contract. The DB-120.1 must be completed by either the NYS statutory disability benefits insurance carrier, or a licensed NYS insurance agent of that carrier.</p>	<p><u>Employers must obtain this form from either their NYS statutory disability benefits insurance carrier or a licensed NYS insurance agent of that carrier.</u></p> <p>Carriers, their licensed agents, and Self-Insured Employers may email the Board at <a href="mailto:Certificates@wcb.ny.gov">Certificates@wcb.ny.gov</a> to obtain controlled forms not available on this website.</p>
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<p><b>CE-200</b> (12/08)</p> <p>(Replaces WC/DB-100 and Form C-105.21)</p>	<p>Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage</p>	<p>Applicants for permits, licenses or contracts from State, county or municipal agencies in New York State that are not required to carry NYS workers' compensation and/or disability benefits insurance coverage.</p>	<p>Please file with the government agency that is issuing the permit, license or contract. (Examples: The New York City Department of Buildings or the New York State Department of Health)</p>	<p>These exemption forms can <u>ONLY</u> be used to attest to a government entity that an applicant requesting a permit, license or contract from that <u>government</u> entity is not required to carry NYS workers' compensation and/or disability benefits insurance. (<a href="#">Instructions</a>)</p>
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**O. MINORITY BUSINESS ENTERPRISE PARTICIPATION:**

1. Minority and women-owned business enterprises are encouraged in the performance of all City material, supply, professional and construction contracts and sub-contracts;
2. A "minority business enterprise" is defined as a business firm which is at least fifty-one percent (51%) owned by minority group members. The minority ownership must exercise actual day-to-day management and control of the business.
3. "Minority" means Blacks, Hispanics, American Indians, Alaskan Natives, Asians and Pacific Islanders.
4. A "women-owned business enterprise" is defined as a business firm which is at least fifty-one percent (51%) owned by women. The women ownership must exercise actual day-to-day management and control of business.
5. Bidders are requested to provide the following:
  - a. Is your company 51% or more women owned? \_\_\_\_yes  
\_\_\_\_no
  - b. Is your company 51% or more minority owned?  
\_\_\_\_yes \_\_\_\_no
  - c. If you answer YES to Number 2, check one of the following:  
\_\_\_\_ Black \_\_\_\_ Hispanic \_\_\_\_ Alaskan Native  
\_\_\_\_ Asian/Pacific Islands \_\_\_\_ American Indian

**P. CONTRACT TERMINATION:**

The City may terminate for cause if the vendor fails to perform any material condition of the contract and such failure continues unremedied for thirty (30) days after receipt of notice from the City.

**Q. LIMITATIONS:**

1. Neither the vendor or its affiliates shall be liable in any way for delay, failure in performance, loss damage due to any of the following conditions: fire, explosion, power blackout, earthquake, flood, the elements, civil or military authority, or acts of God.

2. The vendor shall be liable for any delay, loss, and property damage attributable to any service or actions of any of its employees or agents.

**R. GENERAL:**

1. Any modification or waiver of any provision of the Contract must be in writing and signed by authorized representatives of both parties.
2. If any term or provision of the contract shall be held invalid or unenforceable, the remainder of the contract shall not be affected.
3. The waiver by either party of any breach of the Contract by the other party will not operate as a waiver of subsequent breaches of the same or different kind.

**S. DEVIATIONS FROM SPECIFICATIONS: (not applicable)**

Bidders must itemize all deviations to the specifications on the attached Deviations Sheet. If this is not sufficient space, attach additional sheets as required. A statement referring to manufacturer's literature or specifications without stating the actual deviation thereon will be cause for disqualification. Unless otherwise stated by the bidder on the attached sheet provided, the proposal will be considered as being in strict accordance with the specifications outlined herein, even though the manufacturer's literature indicated deviations from the City's specifications.

**T. LITERATURE:**

Each bidder shall include product or equipment literature as available.

**U. PROTEST AND APPEAL PROCEDURES:**

1. Protests regarding the validity or appropriateness of the specifications or of the Request for proposal shall be filed in writing with the City Clerk no later than two (2) days prior to the closing of the bids. The address to submit the protest is:  
City Clerk  
City of Rome  
198 N. Washington St.  
Rome, New York 13440
2. Such protests will not be considered if received later than the date established in paragraph above.
3. Protests shall be explicit and in sufficient detail to stand on their own record.



4. Post-award protests shall be in writing in a diligent and timely fashion and to be received in the City Clerk's Office no later than five (5) days after receipt of the award notice.



## **STATE OF NEW YORK, Section 103-a**

### **GENERAL MUNICIPAL LAW COMPLIANCE**

"Upon the refusal of a person, when called before a Grand Jury to testify concerning any transaction or contract had with the State, any political subdivision thereof, a public authority or with any public department, agency or an official of the state or any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant questions concerning such transaction or contract, (a) such person, and any firm, partnership or corporation of which he is a member, partner, or director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency or official thereof for goods, work or services, for a period of five years after such refusal, and (b) any and all contract made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellations or termination, by any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid all pursuant to Section 103-a of the General Municipal Law of the State of New York."

Effective: July 1, 1959



### **ATTENTION**

This bid may not be acceptable without completing the following information. For your protection, please review your bid and indicate by a check mark that all requested information has been included.

1. ( ) BID BOND OR CERTIFIED CHECK
2. ( ) BID SPECIFICATIONS
3. ( ) BIDDERS MANUFACTURING SPECIFICATIONS IF APPLICABLE
4. ( ) BIDDERS REFERENCES
5. ( ) BIDDERS QUALIFICATIONS
6. ( ) MANUFACTURERS WARRANTIES
7. ( ) INSTRUCTIONS TO BIDDERS
8. ( ) RESPONSIBLE BIDDER FORM
9. ( ) DEVIATIONS SHEET
10. ( ) PROPOSER'S WARRANTY (On Page 1)
11. ( ) NON-COLLUSIVE STATEMENT
12. ( ) DELIVERY DATE

*Do not separate or remove any pages from this bid package. Doing so may render your bid invalid. Please return the checklist with your bid.*



**DEVIATIONS SHEET**



## **RESPONSIBLE BIDDER**

Each bidder will complete the following to enable the City to determine a Responsible Bidder.

- A. Is your firm presently engaged in actions which will lead to a merger, consolidation, or other form of reorganization?

\_\_\_\_\_ yes                      \_\_\_\_\_ no

- B. Has your firm filed for bankruptcy? \_\_\_\_\_ yes      \_\_\_\_\_ no

In determining the "lowest responsible bidder," in addition to price, the purchasing authority shall consider the ability, capacity and skill of the bidder to perform the contract or provide the service required; whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the bidder; the quality of performance or previous contracts or services; the and existing compliance by the bidder with laws and ordinances relating to the contract or service; the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service; the quality, availability and adaptability of the supplies or contractual services to the particular use required; the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and the number and scope of conditions attached to the bid.



**NON-COLLUSIVE BIDDING CERTIFICATE**

Pursuant to Chapter 675, Laws of 1966

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

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such process with any other bidder or with any competitor:
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purposes of restricting competition.

\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Official capacity)



## **TECHNICAL SPECIFICATIONS**

**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**ROME CITY HALL  
198 NORTH WASHINGTON STREET  
ROME, NEW YORK 13440**

## **TECHNICAL SPECIFICATIONS**

### **PREVENTIVE MAINTENANCE AND REPAIR FOR HVAC EQUIPMENT LOCATED AT ROME CITY HALL**

#### **I. OVERVIEW:**

The successful vendor shall maintain and service each complete piece of HVAC equipment as scheduled and described herein commensurately with the terms and conditions subsequently set forth. The vendor shall use only factory-trained personnel to fulfill the terms and conditions subsequently set forth. The personnel shall be qualified and experienced to maintain and service the scheduled equipment and they shall further demonstrate and use all reasonable care in the performance of their duties. The vendor shall maintain and service the scheduled equipment in a professional manner that will optimize operating condition efficiency and safety. The vendor shall furnish for the City of Rome, all labor, parts/materials, miscellaneous items, refrigerant, equipment and technology commensurate with the performance of duties to render service to City of Rome as per the specifications herein. It will be the contractors responsibility to keep available at his premises a complete full charge of R-134A Refrigerant for City Hall Chiller in case chiller requires recharging. Also, contractor will accept all responsibility for current charge of R-134A Refrigerant in this unit.

#### **II. MAINTENANCE SERVICE REQUIREMENTS:**

##### **Full Maintenance Service**

This service shall cover all breakdowns associated with the operation of the scheduled equipment. The vendor shall maintain the scheduled equipment in such condition that it may be operated and utilized at its original capacity and intended use. All parts, labor and emergency service shall be included in contract.

#### **III. CONTRACT EXCLUSIONS:**

The items listed below are not a part of the service to be rendered by the vendor under the terms of the specifications:

1. Water treatment
2. Damage due to freezing weather.
3. Piping other than refrigerant piping.
4. Corrosion damage to water side of equipment.
5. Water supply and drain lines beyond the equipment valves.
6. Structure of equipment.

#### **IV. NON-RESPONSIBILITY:**

The vendor shall be responsible for notifying in writing to the City of Rome designated representative, of the existence of any defects in, or repairs required to, the air conditioning equipment scheduled herein which he/she (the vendor) does not believe to be his responsibility under the terms and conditions of these

specifications. The vendor shall furnish a written estimate of such costs to safely correct any such defects or make the remedial repairs required in his view. The City of Rome reserves the right to make the final determination concerning the responsibility for such alleged defects or repairs. This must be done within 30 days of contract award.

**V. HAZARDS:**

The vendor shall be responsible for giving immediate verbal notice, backed up with written notice, to the City of Rome designated representative of any condition which he discovers that may present a safety hazard to either operating personnel or any covered equipment, regardless of type of service specified.

**Regulatory Compliance**

The contractor represents that all goods and services provided shall comply with all applicable standards, rules and regulations in effect for the requirements of federal, state and local laws and regulations as applicable, including the Consumer Product Safety Act, Occupational Safety and Health Act, as amended, or other applicable laws or regulations.

**VI. HOUSEKEEPING:**

The vendor shall provide a high standard of housekeeping while working on City premises, that is satisfactory to the City of Rome's designated representative. At all times, the vendor shall keep the premises free from accumulation of waste materials, tools, equipment or rubbish caused by his operations. Upon completion of his work, the vendor shall clean all surfaces of the equipment worked on and leave the work area "broomclean" or its equivalent. Should the vendor fail to clean up to satisfaction of the City's designated representative, the City of Rome will clean the area and the cost thereof, as determined by the City, shall be deducted from the vendor's monthly payment for services rendered.

**VII. REPLACEMENT PARTS:**

All replacement parts shall be new and specifically designated for the HVAC equipment on which they are to be used. They shall be the particular HVAC equipment manufacturer parts. No used parts will be authorized. The vendor shall maintain sufficient supply of minor and emergency parts for immediate use for the repair of each specific piece of HVAC equipment scheduled herein along with a complete charge of R-134A Refrigerant in case chiller at City of Rome required refrigerant.

**VIII. CONTRACTOR'S RESPONSIBILITIES:**

The contractor shall furnish a constant high level of service to protect all scheduled equipment from deterioration and foster peak performance, minimum downtime and safety. The vendor shall maintain system original operating parameters. No changes to the system shall be made without authorization in writing form the City of Rome's designated representative. The contractor shall consult the HVAC equipment manufacturer for feasibility of any proposed changes to the system and communicate same to the City of Rome. The vendor will be required to complete a checklist after each visit to a facility as evidence that service or maintenance was rendered.



The vendor's service personnel, upon entering the City's premises, shall check in with the City's designated representative and upon leaving the premises, shall also check out with the same representative. Unescorted personnel will not be allowed on premises. This procedure shall be used to facilitate the exchange of the following information:

- a. Trouble reports
- b. Instructions
- c. Explanation for service rendered
- d. Entries into job log showing time arrived/departed by vendor and description of work performed.

All scheduled HVAC equipment shutdowns and /or out of service periods must be coordinated with the City's designated representative. The maximum shutdown and/or out of service periods must be coordinated with the City's designated representative. This maximum shutdown for minor repairs shall be eight hours, and major repairs for three days.

The vendor must advise the City of Rome in writing stating his ability to maintain the HVAC equipment maintenance and service program surging any strike or work stoppage by his normally employed work force.

Prior to the award of a contract, the successful vendor shall furnish to the City of Rome's designated representative, for review and approval, samples of the vendor's standard forms covering:

- a. Repair time tickets
- b. Inspection check lists
- c. Safety test report forms
- d. Lubrication schedules
- e. Preventive maintenance schedules
- f. Service schedules

The aggregate of these forms must indicate the following for each HVAC call:

- a. Date and time each inspection was made
- b. Explanation of adjustments, repairs made
- c. Faults and defects found
- d. Safety hazards discovered
- e. Routine service and lubrication initiated
- f. Was work performed during normal work hours or as an emergency call

Conduct operator-training classes at least once during operating season, at the discretion of the City of Rome. The classes shall be conducted at each individual facility.

After each scheduled inspection, emergency service call or major repair overhaul, furnish a complete written report describing work performed and unit condition. All written reports of work performed by the vendor shall be signed and dated by the City of Rome's designated representative.

Only qualified major manufacturer's trained mechanics will be utilized under this contact. Proof of such major manufacturers training will be submitted with the bid.

Failure to do so may constitute grounds for rejections. The vendor must maintain in full time employment, during the entire term of the contract, qualified mechanics as specified above that are experienced in the area of initial startup, preventive maintenance and major repair/overhaul service per manufacturing specifications on the HVAC equipment covered herein.

**IX. COMMUNICATIONS:**

The vendor shall furnish to the City of Rome's designated representative, in writing, a list of personnel and their phone numbers (home and office) for use by the City of Rome during normal and emergency conditions. The vendor shall also furnish phone numbers (home and office) for the company's representative located at both a local office and regional office.

**X. ASSIGNMENT OF CONTRACT:**

There shall be no assignment of this contract to any other party by the contractor without the City of Rome's authorization.

**XI. WORKDAY:**

The normal non-emergency work covered by this specification shall be performed on the premises between the weekday hours of 8:00 Am and 4:30 PM, Monday through Friday.

**XII. EMERGENCY SERVICE:**

Emergency service shall be rendered by the contractor during any time of day, night, weekdays, and holidays, inclusive. The response time for emergency service on the City of Rome's premises shall be two (2) hours after notifying the contractor, a local pager number that is answered on a twenty-four (24) hour basis. All emergency service must be authorized in advance by the City of Rome's designated representative.

**XIII. DRAWING – DIAGRAMS:**

The City of Rome will make available to the vendor, for use at the City Hall Building, any drawings and diagrams it has in its possession for the scheduled equipment. The contractor must rely on his own resources for drawings and diagrams that the City of Rome cannot reasonably obtain.

**XIV. INSURANCE AND BONDS:**

GENERAL: The vendor shall procure and deliver to the City of Rome and maintain at his own expense, and without expenses to the City of Rome, until completion of the term of the contract and specified rendered, the below listed bond and insurance.

FAITHFUL PERFORMANCE BOND: Simultaneously with delivery of the executed contract, the successful bidder must deliver to the City of Rome an executed bond in the amount of said contract and for the payment of all persons performing labor and furnishing materials in connection therewith, and having as surety thereon such surety company, or companies, as are acceptable to and approved by the City of Rome.

INSURANCE: Simultaneously with delivery of the executed contract, contractor must submit a certificate of insurance.

*The requirements that need to be on a Certificate of Insurance are:*

**Workers' compensation** – *vendor must supply proof of their Workers' compensation insurance. If they are not required to carry it, then they must supply a letter stating that they are a sole proprietor and/or have no employees and are not required to carry Workers' compensation. Should generally be reported on a separate page.*

**General liability** – *Requires \$1,000,000. for property damage and not less than \$1,000,000. for personal injury and death and not less than \$2,000,000 aggregate. If vehicles are used, there should be a \$1,000,000. auto liability showing.*

*In the **description section**, it should say "The City of Rome is included as additional insured".*

**Certificate holder** *and additional insured should be the City of Rome only. It should not include an individual department or the name of an individual person.*

*In the **Cancellation section** at the lower right hand corner of the Certificate, it should have "30 days written notice".*

#### **XV: PREVAILING WAGE:**

All personnel employed by the vendor for this contract shall be compensated at the prevailing rate, including supplemental benefit payments as determined by the New York State Department of Labor, Bureau of Public Works.

#### **XVI. SITE VISIT:**

Each prospective vendor shall visit all premises where scheduled maintenance and service of HVAC EQUIPMENT IS REQUIRED BY THE SPECIFICATIONS. As a result of the site visit, the prospective vendor will be regarded by the City of Rome as having full knowledge of the physical conditions, refrigerant charge and equipment at each facility. Bidders must contact the Commissioner of Public Works at 315-339-7625, or his designee, to schedule an appointment of the required site visit.

#### **XVII. BID GUIDELINES:**

Failure of the prospective contractor to thoroughly understand all aspects of the specifications and proposal before submitting his bid will not act as an excuse to permit withdrawal of his bid nor secure relief on plea of error.

By submitting a bid, the prospective vendor agrees that he has examined the site and the specifications, and descriptions are adequate and the required result can be produced under the specifications and description. No claims for any extra will be allowed because of alleged impossibilities in the production of the results specified,

or because of inadequate or improper specifications, and whenever a result is required, the successful vendor shall furnish any and all extras and make any changes needed to produce, to the satisfaction of the City, the required results.

### **XVIII. CONTRACT PERIOD AND PAYMENTS:**

The terms of contract shall commence upon approval by the City of Rome Board of Estimate and Contract. The contract period will be for two years from date of award. With one (1) extensions of twelve (12) months each may be awarded upon mutual agreement between the City of Rome and the contractor.

Payments to the contractor shall be on a monthly basis for the duration of the contract. The monthly payment will represent one-twelfth (1/12) of the bid amount on a per facility basis.

### **XIX. SCOPE OF WORK:**

Scheduled maintenance functions shall be performed in accordance with the frequencies in conformance with manufacturer's recommendations or manuals. Attached hereto are some recommendations, but not limited to, manufacturers' specifications. These recommendations are to be considered a minimum under which the contract will be performed. The contractor is to maintain the equipment in 100% operating condition. It will be the contractor's responsibility to accept air cooled chiller at Rome City Hall in its current condition including its refrigerant charge. An inspection by City of Rome will be made each year.

### **XX: LIST OF SCHEDULED EQUIPMENT:**

LOCATION #1: Rome City Hall; 198 North Washington St., Rome, NY 13440

(1) Carrier Air-Cooled Chiller

Model No 30GX136-620

Serial No 2498F49829

- Direct Digital Controls To Pneumatic Actuators

Entire Building Control System:

- Pneumatic air compressor and pressure system
- All temperature, humidity and pressure controls
- All valves and valve switches
- All switches and relays
- All thermostats and temperature sensors
- All connecting pneumatic tubing
- Pressure sensors
- Time clocks
- Damper motors
- (2) B&G Cold water pumps including, but not limited to, motors
- (2) B&G Hot water pumps, including, but not limited to, motors
- (5) Johnson Control Panels
- All five (5) Air Handlers and Return and Supply including, but not limited to , motors, pulleys, belts, chives, shafts, etc
- All units heaters – Train – Eleven (11) including, but not limited to , motors

- Four (4) perimeter circulating pumps B&G including, but not limited to, motors, valves on inlet and outlet
- Exhaust fan including, but not limited to, motor (location: roof mechanical room)
- Bathroom exhaust fan including, but not limited to, motor (location: main roof top)
- (2) Ajax Boilers
- Model WFC1050
- BTU Input 1,050,000
- BTU Output 861,000
- IT (Information Technology) Room Exhaust Fan, but not limited to motor, Location: Boiler Room
- All unit heaters, including thermostats.
- Supply and proper sizing of filters is the responsibility of the contractor.
- Contractor shall supply and replace all filters quarterly (every 3 months).

NOTE: Responsibility will be for all listed equipment and labor to include any maintenance or repairs necessary to keep equipment in original operating condition.

**XXI. VENDOR QUALIFICATION:**

The contractor must own and have available for immediate use within vicinity, at all times, a complete set of pertinent HVAC equipment maintenance and repair tools and instruments along with full charge of R-134A refrigerant for City Hall Chiller.

The contractor shall present satisfactory evidence that he is able to acquire major replacement parts of manufacturer from the manufacturer, and that such part of parts, shall be compatible for interchange with the work or defective part replaced without damage to any other related part, or impairment to the operation of the HVAC equipment and the expected life thereof.

The contractor must own and have available at all times, in stock, for immediate delivery and installation, sufficient supply of emergency spare parts for the repair of the HVAC equipments.

All service personnel shall be equipped with identification and all hand tools and supplies customarily required for service and maintenance of HVACX equipment. Onsite service personnel must carry some type of alerting device (pager) to facilitate dispatch during emergencies.

The vendor's are office shall stock and maintain an inventory of tools, replacement parts, and also have available on short delivery schedules from their own stocking warehouses all compatible replacement components and parts required for immediate repair of all HVAC equipment under this contract.

The successful vendor will be required to demonstrate his experience and qualifications in the servicing and repairing of the make and type of HVAC equipment covered by this specification. The equipment, experience, qualifications and past service of all vendors will be a consideration in the awarding of any HVAC equipment service contracts.

## **XXII. MAINTENANCE SERVICE:**

NOTE: The included services listed below are just a guide and in no way limit the contractor from his responsibility.

### **A. CARRIER 30GX136 SCREW CHILLER**

1. GENERAL MAINTENANCE: The contractor is required to maintain the equipment in accordance to the manufacturer's most current recommendations. This contract will include all parts and labor and required fluids associated with this service.
2. WRITTEN REPORTS: Provide to customer representative following each regular inspection or emergency call.
3. SEASONAL START UP: As required by manufacturer.
4. SCHEDULED PREVENTIVE MAINTENANCE: As required by the manufacturer.
5. EMERGENCY SERVICE: This coverage includes emergency calls between inspections as required for purpose of diagnosis of trouble, adjustment, minor repairs, or resetting of controls.
6. ANALYSIS SERVICES: As required by the manufacturer.
7. CLEAN CONDENSOR COILS: If required and in accordance with manufacturer recommendations.
8. ANNUAL OPERATORS TRAINING: Training of operators or building engineers on the equipment covered as requested by the City of Rome.
9. REPLACEMENT PARTS AND COMPONENTS; All parts, refrigerant, oil and other material to complete repairs due to defects shall be furnished within provisions of this agreement.
10. MAJOR REPAIR LABOR: This includes all labor to diagnose repair or replace failed components of the equipment covered within provisions of this agreement.

### **B. AUTOMATIC TEMPERATURE CONTROLS**

- 1) ANNUAL WINTER MAINTENANCE: Clean sampling chamber of duct mounted smoke detectors (if applicable by manufacturer's recommendations)
- 2) SEMI-ANNUAL INSPECTIONS: An inspection shall be performed during the heating season and during the cooling season and will include:
  - a) Calibrate major systems controls
  - b) Check system operating sequences
  - c) Clean control panels (wipe panel surfaces with cleaning rag and blow dust out of cabinets with compressed air or vacuum)
  - d) Check operating conditions of duct system smoke detectors (voltage check or recheck via sampling chamber and adjust sensitivity as required)
  - e) Check damper operation for misalignment, binding and shutoff; correct as necessary.
  - f) Check control air pressure at each system and record the pressure level and location of the lowest main air pressure. Adjust main air PRV at compressed air system if necessary (pneumatic system only)
  - g) Measure and record primary and secondary voltage of system transformer or power supply on primary control system (electric/electronic system only)
- 3) SCHEDULED PREVENTIVE MAINTENANCE: Four (4) inspections during the operating season will be made to include the following:

- a) Visually check control valves for leaks
- b) Visually check dampers and linkages and oil as required.
- c) Check time clock settings and day/night thermostat set points.
- d) Inspect changeover control stations and record the mode system is in at time of inspection. Correct as necessary. Record outside air temperature and ambient conditions in a pre-elected spot identified in contract documents.

### **C. TOTAL MAINTENANCE – PUMPS**

#### 1) SEASONAL START UP

- a) Clean pump strainers
- b) Lubricate pump bearings per manufacturer’s recommendations
- c) Lubricate motor bearing per manufacturer’s recommendations
- d) Tighten all nuts and bolts. Check motor mounts vibrations pads. Replace and adjust as required.
- e) Visually check pump alignment and coupling
- f) Check motor operating conditions
- g) Inspect electrical connections and contractors
- h) Check and clean strainers and check hand valves
- i) Inspect mechanical seals or pump packing. Replace and adjust as required
- j) Operate pumps and check efficiency

#### 2) SCHEDULED PREVENTIVE MAINTENANCE: Five (5) inspections during the operating season will be made to include:

- a) Lubricate motor bearings per manufacturer’s recommendations
- b) Lubricate pump bearings per manufacturer’s recommendations
- c) Check suction and discharge pressures
- d) Check packing or mechanical seal and adjust as necessary
- e) Check motor voltage and amperage

### **D. RECIPROCATING CONDENSING UNIT**

#### 1) ANNUAL WINTER MAINTENANCE: Once a year a thorough preventive maintenance schedule will be performed including the following:

- a) Check unit thoroughly for refrigerant leaks
- b) Check and calibrate safety and operating controls
- c) Meg test compressor motor
- d) Check and tighten all electrical terminal and check contacts for wear
- e) Check oil level in compressor and add as required
- f) Tighten motor terminals and control panel terminals
- g) Check crankcase heater
- h) Check external interlocks, flow switch, pumps and fans
- i) Check oil sample for acid
- j) Report any uncorrected deficiencies noted

- 2) WRITTEN REPORTS: Provide to customer representative following each regular inspection or emergency call.
  
- 3) SEASONAL START UP:
  - a) Meg test pump motor and record readings
  - b) Start machine. Check controls and calibrate
  - c) Make complete operating log and record readings
  - d) Check refrigerant and oil levels
  - e) Check operation and refrigerant pressures
  - f) Check starter operation, voltage and current
  - g) Check external interlocks
  - h) Set up operating log with operator, instruct and advise trouble shooting techniques
  
- 4) SCHEDULED PREVENTIVE MAINTENANCE: Five (5) operating inspections during the operating season will be made and include:
  - a) Make complete operating log and record proper operating temperatures, pressures, voltages and amperages
  - b) Check and adjust operating and safety controls
  - c) Check operation of crankcase heater
  - d) Check compressor oil level and add as required
  - e) Check operation of control circuit
  - f) Check operating log with operator, discuss operation of the machine generally
  - g) Check water and air flow of evaporator and condenser
  - h) Check superheat
  - i) Check operation of all motors and starters
  - j) Report to operator any uncorrected deficiencies noted
  
- 5) ANALYSIS SERVICES: Various diagnostic tests are to be performed depending on equipment duty and type (see below). Contractor shall provide report with interpretation and recommendations.
  - a) Oil samples and analysis for wear metals, acid content and moisture adjustment. Samples are to be taken one (1) time per year.
  
- 6) CLEAN CONDENSER COILS: Once a year, furnish labor for cleaning of condenser coils.
- 7) EMERGENCY SERVICE: This coverage includes emergency calls between. Inspections as required hours each for purpose of diagnosis of trouble, adjustment, minor repairs, or resetting of controls.
- 8) REPLACEMENT PARTS AND COMPONENTS: All parts, refrigerant, oil and other material to complete repairs are furnished under the provisions of this agreement.
- 9) MAJOR REPAIR LABOR: This includes all labor to diagnose, repair or replace failed components of the equipment covered under provisions of this contract.



### **XXIII. EMERGENCY SERVICE**

#### HVAC SERVICE AND MAINTENANCE POLICIES

##### Service Contractor Practices

Policy: The contractor shall make every effort to eliminate where possible, or vigorously reduce, the emission of CFC and HCFC refrigerants to the atmosphere which result from the service and maintenance of HVAC equipment. The intent is to always act in a responsible manner to protect our environment and to conserve and recycle refrigerants for continued use.

Leak Prevention: The contractor shall adhere to the preventive maintenance schedule that specifies regular leak testing to ensure systems integrity. Evacuation prior to charging shall be done with a vacuum pump capable of obtaining a 100 micron vacuum or less. The unit should stand for 12 hours and the vacuum should not rise above 500 microns of mercury. A rise about 500 microns of mercury indicates a leak test is required to locate and repair leaks. A leak test shall be required on any repaired area. Refrigerant shall be charged into the machine only when it is determined that the machine does not leak or contain moisture. The refrigerant charge shall be determined by weight. An improper charge may result in inefficient operation. When charging is complete, we shall purge or drain charging lines into an approved refrigerant container.

The contractor shall repair detected leaks. The leaks are most often found in tubing, flanges, valves and connections where components meet. In addition, fitting shall be tightened, brazed joints checked, worn gaskets and seals replaced and attention given to the anti-leak integrity of the HVAC system. The above is covered under Total Maintenance.

Refrigerant Recovery Recycling Reclaim: CFC/HCFC refrigerants used in HVAC equipment should be recovered, recycled and reclaimed for reuse or properly disposed of, whenever it is removed from the equipments. The contractor shall work to minimize the loss of CFC/HCFC refrigerants to the atmosphere. Reclaimed refrigerant used on HVAC equipment, should meet ARI-700 standards.

#### HIGH PRESSURE REFRIGERATION EQUIPMENT SERVICE GUIDE SERVICE AGREEMENT ADDITIONS

High Pressure Refrigerant Conservation: The intent of this service guide is to augment existing high pressure refrigerant HVAC equipment service agreements to ensure that refrigeration conservation efforts are included. An example of a standard preventive maintenance agreement is attached. Existing agreements, such as the one attached, have been updated with the provision outlined below. The service work on listed HVAC equipment shall be performed by qualified, professional service engineers that meet the following minimum requirements:

1. Utilize properly maintained service and testing equipment that meets the

- requirements of the service and maintenance guidelines.
2. Use only virgin refrigerants or reclaimed refrigerants that meet ARI-700 standards.
  3. Offer refrigerant conservation training programs for customers.
  4. Are experienced and trained with the equipment to be serviced.
  5. Use only authorized manufacturer's parts.
  6. Complete proper documentation for the service provided.
  7. Perform the services in accordance with the attached HVAC service contractors Practice.

Additional services to be performed are listed below:

Before recovering refrigerant, contractor shall perform a chemical analysis of the refrigerants as deemed appropriate.

The contractor shall use reclaiming equipment that shall be capable of pumping the system down to atmosphere pressure. This minimizes refrigerant emissions.

The contractor shall not open the unit to atmosphere for service work until the refrigerant is fully recovered, recycled or reclaimed.

Refrigerant Handling/Disposal: The contractor shall consult the manufacturer's Material Safety Data Sheets (MSDS) on CFC/HCFC refrigerants to understand health, safety, storage, handling and disposal requirements. The contractor shall use approved handling and disposal requirements. The contractor shall use approved containment vessels and refer to appropriate safety standards. The contractor shall comply with all applicable transportation standards as well as any state and local licensing requirements when transporting refrigerant containers.

All refrigerant removed from HVAC equipment shall be stored in appropriate containment vessels. Once the refrigerant has been placed in vessels, the vessels and seals shall be leak tested for tightness. All containment vessels shall be stored in areas where excessive heat build up does not take place. If possible, the storage area temperature shall be below 70 degrees F.

All used refrigerant containers shall be equipped with approved closure devices to prevent unused refrigerant from escaping to the atmosphere.

Cleaning System Components: When cleaning system components or parts, CFC-11 or CFC-113, shall not be used. Only cleaning solvents that do not have ozone depletion factors shall be used and shall be properly disposed of. Refrigeration system cleanup methods using filters and driers are preferred, and shall be used when practical.

Service Equipment Components: Extra care shall be taken to properly maintain all service equipment directly supporting refrigerant service work such as gauges, hoses, vacuum pumps and recycling equipments.

Awareness/Training/Education: The contractor shall communicate information on development of the rapidly changing CFC issue and shall conduct CFC training seminars as needed.



**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**ROME JUSTICE BUILDING  
301 NORTH JAMES STREET  
ROME, NEW YORK 13440**

## QUANTITIES and MATERIAL SPECIFICATIONS:

Equipment List is as follows:

Roof Top Units (7) Trane

- |         | Model No       |
|---------|----------------|
| • RTU 1 | YSC092F4RHA1W  |
| • RTU 2 | YSC090F4EHA1WC |
| • RTU 3 | YHC074F4RLA0MD |
| • RTU 4 | YSH180G4RLA0N  |
| • RTU 5 | YSC072H4RLA01D |
| • RTU 6 | YHC074F4RLA0MD |
| • RTU 7 | YSC102F4RHA1WC |

All radiant ceiling heat panels on Court side.

All thermostats and sensors.

\*Filters: Supply and proper sizing of filters is the responsibility of the contractor.

Contractor shall supply and replace all filters quarterly (every 3 months).

- (8) Roof Top Exhaust Fans
- (1) Trane Tracker Panel  
*Location: Court Side*
- (1) Trane Condensing Unit
- (1) Roof Top Ductless Air Conditioner
- (7) Trane PTAC Units
- (1) Gas Fired Dietrich Boiler
- Tracker Panel  
*Location: Boiler Room*
- (2) Bell & Gossett Circulating Pumps  
*Location: Main Boiler Room*
- (2) Gas Unit Heaters  
*Location: Garage*

### SPECIAL INVESTIGATIVE UNIT (SIU)

- (1) Air Handler
- (1) Chromealox Electric Heater/Boiler
- (1) Tracker Panel
- (2) Bell & Gossett Circulating Pumps

Scope of Services

#### Select Service Maintenance Program

Routine maintenance inspections are performed through the year. The schedules of maintenance form provide a summary of the schedules and types of inspections.

#### Emergency Service

This coverage includes all emergency calls between inspections as required for purpose of diagnosis of trouble, adjustment and resetting controls.

#### Major Repair Labor

This includes all labor to diagnose, repair or replace failed components of the equipment covered under the provisions of this agreement

#### Replacement Parts and Components

Parts, refrigerant, oil and other material to complete repairs are furnished under this agreement.

#### Inspections

This coverage includes one comprehensive annual inspection and 4 periodic maintenance inspections per year.

#### Written Reports

Written reports will be provided to the customer representative following each regular inspection or emergency call.

#### Preferential Service and Contract Service Rate

This contract includes preferential service to the customer over non contract customers. For work outside the scope of service, the specified contract rate applies. This rate is subject to adjustment.

#### Annual Maintenance

Report in with the customer representative.

Record and report abnormal conditions, measurements taken, etc

Review customer logs with the customer for operational problems and trends.

#### General Assembly

Secure and drain the boiler

Open the fire and water side for cleaning and inspection

Check the heating surfaces and water side for corrosion, pitting, scale, blisters, bulges and soot.

Inspect the refractory.

Check the expansion tank and drain if needed.

Clean the fire inspection glass

Check the blow down valve packing and lubricate

Check and test boiler blow down valve

Perform hydrostatic test if required.

#### Gas Train Burner Assembly

Check the gas train isolation valves for leaks.

Check the gas supply piping for leaks  
Check the gas pilot solenoid valve for wear and leaks.  
Check the main gas and the pilot gas regulators for wear and leaks.  
Test the low gas pressure switch. Calibrate and record setting.  
Test the high gas pressure switch. Calibrate and record setting.  
Verify the operation of the burner fan air flow switch.  
Inspect and clean the burner assembly.  
Inspect and clean the pilot igniter assembly.  
Inspect and clean the burner fan.  
Run the fan and check for vibration.  
Inspect and clean the burner fan.  
Run the fan and check for vibration.  
Inspect the flue and flue damper  
Burner Control Panel  
Inspect the panel for cleanliness  
Inspect wiring and connections for tightness and signs of overheating and discoloration.  
Clean burner fan wheel and air dampers. Check the fan for vibration.  
Verify tightness of the linkage set screws.  
Check the gas valves against leakage, where test cocks are provided.

#### Controls and Safeties

Disassemble and inspect the low water cutoff safety device.  
Reassemble the boiler low water cutoff safety device with new gaskets.  
Clean the contacts in the program timer, if applicable.  
Check the operation of the low water cutoff safety device and feed controls.  
Verify the setting and test the operation of the operating and limit controls.

#### Startup/Checkout Procedure

Verify full boiler.  
Test the safety/relief valve after startup, full pressure test.

Clean or replace the fuel filters.  
Clean the fuel nozzles.  
Inspect, clean and functionally test the flame scanner and flame safeguard relay.  
Clean and adjust the ignition electrode.  
Replace the vacuum tube in flame safeguard control, if applicable.  
Perform pilot turn down test.  
Verify proper water flow through the boiler.  
Perform combustion test and adjust the burner for maximum efficiency.  
Test the following items: firing rate, fuel/air ration, CO<sub>2</sub>, CO, NO<sub>X</sub>, perform smoke test.  
Review operating procedures with operating personnel.  
Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

#### Mid-Season Running Inspection

Check the general condition of the unit.  
Inspect the burner.  
Adjust the burner controls to obtain proper combustion.  
Check the operation of the pressure relief valve.  
Check the operation of the low water cutoff and feed controls.  
Check the setting and test the operation of the operating and limit controls.  
Check the operation of the modulating motor.  
Lift the safety/Relief valves with at least 70% of rated pressure.  
Blow down and try gauge cocks to confirm glass water level.  
Check and test boiler blow down valve.  
Log operating conditions after the system has stabilized.  
Review operating procedures with operating personnel.  
Provide a written report of completed work, operating log and indicate uncorrected deficiencies detected.

#### Seasonal Shut down Procedure

Shut down boiler at boiler controls.  
Shut off fuel lines at main valves.  
Drain down boiler and associated piping as necessary.  
Review operating procedures with operating personnel.  
Provide a written report of completed work, operating log and indicate any uncorrected deficiencies detected.

#### Comprehensive Annual Maintenance – Cooling Cycle

Report in with customer representative.  
Record any report abnormal conditions, measurements taken, etc.

Review customer logs with the customer for operational problems and trends.

#### General Assembly

Inspect for leaks and report results.  
Calculate refrigerant loss rate and report to the customer.  
Repair minor leaks as required, eg valve packing, flare nuts.  
Verify clean condenser and evaporator.  
Check pulleys and sheaves for wear and alignment.  
Check belts for tension, wear, cracks and glazing.  
Verify clean blower wheel and condensate pan.  
Verify clean air filters.  
Verify proper operation of the condensate drain.  
Verify the tightness of the condenser fans.  
Check the condenser fans for cracks.  
Verify proper operation of the dampers and/or inlet guide vanes, if applicable.

#### Controls and Safeties

Inspect the control panel for cleanliness.  
Inspect wiring and connections for tightness and signs of overheating and discoloration.  
Verify the working condition of all indicator/alarm lights, if applicable.  
Test the low evaporator pressure safety device. Calibrate and record setting, if applicable.  
Test the high condenser pressure safety device. Calibrate and record setting, if applicable.  
Test the oil pressure safety device if applicable. Calibrate and record setting.

#### Lubrication

Verify the operation of the oil heater, if applicable.  
Lubricate the evaporator fan bearings.  
Lubricate the fan motor bearings, if applicable.  
Lubricate the damper bearings, if applicable.

#### Motor and Starter

Clean the starter and cabinet.  
Inspect wiring and connections for tightness and signs of overheating and discoloration.  
Check the condition of the contacts for wear and pitting.  
Check the contactors for free and smooth operation.

#### Startup/Checkout Procedure

Verify the operation of the oil heater.  
Start the unit.  
Verify smooth operation of the compressor and fans.

Check the setpoint and sensitivity of the temperature control device.  
Verify the operation of the unloaders, if applicable.  
Check the superheat and subcooling on the refrigeration circuits.  
Log the operating conditions after the system has stabilized.  
Provide a written report of completed work, operating log and indicate any uncorrected deficiencies.

#### Mid-Season Cooling Inspection

Check the general condition of the unit.  
Verify the operation of the motor and starter.  
Verify the operation of the control circuit.  
Verify smooth operation of the compressor and fans.  
Log the unit after the system has stabilized.  
Review operating procedures with operating personnel.  
Provide a written report of completed work, operating log and indicate any uncorrected deficiencies detected.

#### Tracker Maintenance Inspection

Report in with the customer representative.



Review customer reports with the customer for operational problems and trends.

#### Control Panel

Check for loose or damaged parts or wiring.  
Check for any accumulation of dirt or moisture. Clean if required.  
Verify proper electrical grounding.  
Verify proper operation of the tracker terminator card LEDs.  
Inspect interconnecting cables and electrical connections.  
Verify proper communication link operation between the control panel and the external ICS devices.  
Verify the correct time and date.  
Check and update the holiday schedules and daylight savings time.  
Via the front panel or terminal mode, view any connected ICS equipment for any unusual status or abnormal condition.  
Check modem operation, if applicable.  
Clean the external surfaces of the panel enclosure.  
Verify proper DIP switch address settings on the tracker and any connected ICS device.  
Review tracker operating setpoints with operating personnel.  
Provide a written report of completed work and indicate any uncorrected deficiencies detected.

#### Comprehensive Annual Maintenance – Cooling Cycle

Report in with the customer representative.

Record and report abnormal conditions, measurements taken, etc.  
Review customer logs with the customer for operational problems and trends.

#### General Assembly

Inspect for leaks and report leak check results.  
Repair minor leaks as required, eg valve packing, flare nuts.  
Calculate refrigerant loss rate and report to the customer  
Check the sheaves and pulleys for wear and alignment.  
Check the belts for tension, wear, cracks and /or glazing.  
Verify proper damper operation.  
Check mechanical linkages for wear, tightness and clearances.  
Verify clean condenser and evaporator.  
Verify clean evaporator fan.  
Verify clean air filters.  
Verify the operation of the crankcase oil heater if applicable.

#### Controls and Safeties

Verify the operation of the discharge air temperature control device, if applicable.  
Verify the operation of the outside air temperature control device.  
Verify the operation of the mixed air temperature control device.

Test the operation of the high condenser pressure safety device. Calibrate, if necessary, and record setting.  
Test the operation of the low temperature safety device. Calibrate, if necessary, and record setting.  
Test the operation of the low pressure safety devices. Calibrate, if necessary, and record setting.

#### Lubrication

Lubricate motor bearings, if applicable.  
Lubricate fan bearings.  
Check oil level in the compressor if applicable.

#### Motor and Starter

Clean the starter and cabinet.  
Inspect wiring and connections for tightness and signs of overheating and discoloration.  
Check the condition of the contacts for wear and pitting.  
Check the contactors for free and smooth operations.  
Meg the compressor motor and record readings.  
Verify the tightness of the compressor motor terminal connections.  
Verify the operation of the crankcase oil heater, if applicable.

#### Startup and Check out Procedure

Start the unit.  
Verify the starter operation.  
Verify the smooth operation of the compressors and fans.  
Log operating conditions of the unit after the system has stabilized.  
Review operating procedures with operating personnel.  
Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

#### Mid-Season Cooling Inspection

Start the unit.  
Verify the starter operation.  
Verify the smooth operation of the compressors and fans.  
Log operating conditions of the unit after the system has stabilized.  
Review operating procedures with operating personnel.  
Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.



**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**ROME TRAIN STATION  
MARTIN STREET  
ROME, NEW YORK 13440**

Equipment to be serviced at Rome Train Station includes:

## **Entire Control System**

- All valves and valve switches
- All temperature, humidity and pressure controls.
- All thermostats and temperature sensors
- All switches and relays
- Damper motors
- All pumps, but not limited to motors
- All unit heaters, but not limited to motors
- All exhaust fans, but not limited to motors
- All pulleys, belts, shafts

## **Boiler**

- Lochinvar Gas Fired Hot Water Boiler
- Model CHN1440
- Natural Gas
- Copper-Fin
- BTU Input 1,440,000
- BTU Output 1,209,600

## **Pumps**

- Armstrong In Line Circulating Pumps (2 each)
- Grundfos Versa Flo UPS40-160 (1 each)
- Grundfos UP1542F (1 each)
- B&G Series 80 In Line Pump Model 2X95B
- ASME Bag Expansion Tank
- Armstrong Vortex Air Separators
- Armstrong Glycol Machine
  
- Model GLA-S-LD-1
- 53 Gal Tank
- Tekmar Control 662 Snow Detection and Melting Control
- Power Ventor Model HS4-CL

- Desert Aire Dehumidifier (1 each)
- Model LT-0500
- Filters (2 each) 20x20x1
- Humidistat Control
- Condensate Pump

- Unit Heater (1 each)
- Model HR-18
- Wall Mounted T-Stat

Cabinet Heaters

- CH-1 Model CPY03-AYV-C2-L5
- Filter 10x22x1 (1 each)
- Wall Mounted T-Stat
- CH-2 Model HXY-12-KVY
- Filter 14x28x1 (1 each)
- Wall Mounted T-Stat

All Cast Iron Radiators – Total 12

- Radiator Control Values

(2) Exhaust Fan Roof Top

- Model DX08B

- AAON Roof Top Unit
- RK Series 15-2-EO-227
- Heating & Cooling
- Natural Gas
- Filters 16x20x2 (6 ea)

- AC Tech Variable Speed Drive Model MH230BG



**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**OMRDD CENTRAL NEW YORK DDSO  
(OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES)  
101 WEST LIBERTY ST  
ROME, NY 13440**

## **EQUIPMENT COVERED**

### Carrier Water Source Heat Pump – 50QEH (33 Heat Pumps)

- Four operational inspection visits per year
- Pleated Standard Capacity Filters
- Changed quarterly (4 times a year)
- Inspect indoor coil, condensate pan and drain for cleanliness; check condensate “overflow sensor” (OFS) for proper operation.
- Verify proper operation of the “check filter switch” (CFS)
- Check programmable wall thermostat for proper operation
- Leak check refrigerant circuit and adjust as required (refrigerant supplied by contractor)
- Operate unit in heating and cooling mode; check supply air temperature and verify unit is operating within its original design parameters; adjust dual acting water regulating valve as required
- Make recommendations for improvements found necessary

### Carrier Loop Control System (1) With (7) Johnson Control Panel Boxes

- Three operational inspection visits per year and one comprehensive visit per year
- Check temperature sensors and test controller for proper sequencing of boilers and heat rejecter; calibrate as required.
- Check water loop safety controls and alarms; replace indicator lights as required; test the loop pumps’ lead-lag system for proper operation

### (2) Patterson-Kelley Boilers Model C-450 and

### (2) B&G Pumps Model M74794

- Three operational inspection visits per year and one comprehensive visit per year
- Check all safety controls for proper operation; calibrate as required
- Check all operating controls for proper operation; calibrate as required
- Clean and inspect fireside and flue passages
- Make recommendations for improvements found necessary

### Bac Heat Rejecter (HR)(1)

- Three operational inspection visits per year and one comprehensive visit per year
- Check low and high speed fan drive belts and replace as required (minimum of once per year)
- Lubricate motor and fan shaft bearings (w/a) as required; check motor amperage to verify proper operation; inspect motor starter contactor and connections
- Check HR spray pump and lubricate as required; check motor amperage and pump seal to verify proper operation
- Check sump strainer, coil and water distribution system for cleanliness; check and adjust sump float valve as required
- Drain water from tower basin for winter operation; isolate make-up water line
- Isolate tower coil, drain and circulate anti-freeze through it to prevent winter freeze-up. (Valves and connection points provided by customer.)

- Clean and fill tower basin for spring, summer, fall operation; return cooling tower to normal operation.
- Make recommendations for improvements found necessary.

Loop Circulating Pumps (2) Pumps #5 and #6

- Four operational inspection visits per year
- Check pump motor amperage and record, inspect motor starter contactors and connections; inspect pump and motor bearings and lubricate as required
- Check pump seal
- Check coupling and alignment; adjust as required

Condensing Furnaces (3) Trane M/N: TUX120C960B

- Three operational inspections per year
- One annual preventive maintenance inspection per year
- Unscheduled emergency service and repair, labor and materials
- Pleated Standard Capacity Filters
- Changed quarterly (4 times a year)

Condensing Units (3) M/N: TTA060C300AO

- Three operational inspections per year
- One annual preventive maintenance inspection per year
- Unscheduled emergency service and repair, labor and materials

(3) Johnson Controls Digital Stats for Condensing Furnace

- Three operational inspections per year
- One annual preventive maintenance inspection per year
- Unscheduled emergency service and repair, labor and materials

Perimeter Heat (2) B&G Small Model FQL56A17D57FP Pumps #3 and #4  
(2) B&G Large Model SIZE 80 BF 6.75 Pumps #1 and #2

Ceiling Entrance Heaters (5) Johnson Controls

- Include (5) Stats
- Pleated Standard Capacity Filters
- Changed quarterly (4 times a year)

Miscellaneous

- Check all outdoor air intake louvers and verify proper operation; clean and lubricate as required.

Entire Perimeter Radiant Heat System

(1) Bell & Gossett Refrigerant Heat Exchanger

- Model BP412-030

(1) 24 Gal Exp tank (Gray)

- Location: South Wall

(1) John Wood Exp Tank (Red)

- Location: South Wall

All Johnson Control Metasys Panels



All Johnson Control Thermostate for heat pumps.

Entire perimeter radiant heat system including valves, circuit setters.

## TECHNICAL SPECIFICATIONS

### I. OVERVIEW

The successful bidder shall maintain and service each complete piece of HVAC equipment as scheduled and described herein, commensurately with the terms and conditions subsequently set forth. The vendor shall use only factory-trained personnel to fulfill the terms and conditions subsequently set forth. The personnel shall be qualified and experienced to maintain and service the scheduled equipment and they shall further demonstrate and use all reasonable care in the performance of their duties. The vendor shall maintain and service the scheduled equipment in a professional manner that will optimize operating condition efficiency and safety. The vendor shall furnish, for City of Rome, all labor, parts, materials, miscellaneous items, refrigerant, equipment and technology commensurate with the performance of duties to render service to City of Rome as per the specifications herein. It will be the contractor's responsibility to keep available at his premises a complete full charge of refrigerant for the chiller in case chiller requires recharging. Also, contractor will accept all responsibility for current charge of refrigerant in this unit.

### II. MAINTENANCE – SERVICE REQUIREMENTS

#### A. Full Maintenance Service

This service shall cover all breakdowns associated with the operation of the scheduled equipment. The vendor shall maintain the scheduled equipment in such condition that it may be operated and utilized at its original capacity and intended use. All parts, labor and emergency service shall be included in this contract.

### III. CONTRACT EXCLUSIONS

The below listed items are not a part of the service to be rendered by the vendor under the terms of these specifications:

1. Water Treatment
2. Piping other than refrigerant piping
3. Corrosion damage to water side of equipment
4. Structure of equipment

### IV. NON-RESPONSIBILITY

The vendor shall be responsible for notifying in writing, City of Rome designated representative of the existence of any defects in, or repairs required to the HVAC equipment scheduled herein which he/she ((the vendor) does not believe to be his responsibility under the terms and conditions of these specifications. The vendor shall furnish a written estimate of such costs to safely correct any such defects or make the remedial repairs required in his view. The City of Rome reserves the right to make the final determination

concerning the responsibility of such alleged defects or repairs. This must be done within 30 days of contract award.

#### V. HAZARDS

The vendor shall be responsible for giving immediate verbal notice (backed up by written notice) to the City of Rome designated representative of any condition which he/she discovers that may present a safety hazard to either operating personnel or any covered equipment, regardless of type of service specified.

Regulatory Compliance: The contractor represents that all goods and services provided shall comply with all applicable standards, rules and regulations in effect for the requirements of federal, state and local laws and regulations as applicable, including the Consumer Product Safety Act, Occupational Safety and Health Act, as amended, or other applicable laws or regulations.

#### VI. HOUSEKEEPING

The vendor shall provide a high standard of housekeeping, while working on premises, that is satisfactory to the City of Rome's designated representative. At all time, vendor shall keep the premises free from accumulation of waste materials, tools, equipment or rubbish caused by his operations. Upon completion of work, the vendor shall clean all surfaces of the equipment worked on and leave the work area "broomclean" or its equivalent. Should the vendor fail to clean up to satisfaction of the City's designated representative, the City of Rome will clean the area and the cost thereof shall be deducted from the vendor's payment for services rendered.

#### VII. REPLACEMENT PARTS

All replacement parts shall be new and specifically designated for the HVAC equipment on which they are to be used. They shall be the particular HVAC equipment manufacturer's parts. No used parts will be authorized. The vendor shall maintain a sufficient supply of minor and emergency parts for immediate use for the repair of each specific piece of HVAC equipment scheduled herein along with a complete charge of refrigerant required.

#### VIII. CONTRACTOR'S RESPONSIBILITIES

The contractor shall furnish a constant high level of service to protect all scheduled equipment from deterioration and foster peak performance, minimum downtime and safety. The vendor shall maintain system original operating parameters. No changes to the system shall be made without authorization in writing to the City of Rome's designated representative. The contractor shall consult the air conditioning equipment manufacturer for feasibility of any proposed changes to the system and communicate the same to the City of Rome. The vendor will be required to complete a checklist after each visit to a facility as evidence that service or maintenance was rendered.

The vendor's service personnel, upon entering the repair site's premises, shall check in with the City's designated representative and upon leaving the premises shall also check out with said representative. This procedure shall be used to facilitate the exchange of the following information:

- a) Trouble reports
- b) Instructions

- c) explanation of service rendered
- d) Entries into job log showing time arrived/departed by vendor and description of work performed.

All scheduled HVAC equipment shutdowns and/or out of service periods must be coordinated with the City's designated representative. The maximum shutdown for minor repairs shall be eight hours and major repairs for three days. The vendor must advise the City of Rome in writing stating his ability to maintain the HVAC equipment and service program during any strike or work stoppage by his normally employed work force. Prior to the award of a contract, the successful vendor shall furnish to the City of Rome, for review and approval, samples of the vendor's standard forms covering:

- a) Repair time tickets
- b) Inspection check lists
- c) Safety test report forms
- d) Lubrication schedules
- e) Preventive maintenance schedules
- f) Service schedules

The aggregate of these forms must indicate the following for each HVAC scheduled:

- a) Date and time each inspection was made
- b) Explanation of adjustments, repairs made
- c) Faults and defects found
- d) Safety hazards discovered
- e) Routing service and lubrication initiated
- f) Was work performed during normal work hours or as an emergency call

Conduct operator-training classes at least once during operating season, at the discretion of the City of Rome. The classes shall be conducted at the individual facility. After each scheduled inspection, emergency service call, or major repair overhaul, furnish a complete written report describing work performed and unit condition. All written reports of work performed by the vendor shall be signed and dated by the City of Rome's designated representative. Only qualified major manufacturer's trained mechanics will be utilized under this contract. Proof of such major manufacturer's training will be submitted WITH THE BID. Failure to do so may constitute grounds for rejection. The vendor must maintain, in full time employment during the entire time of the contract, qualified mechanics as specified above that are experienced in the area of initial startup, preventive maintenance and major repair/overhaul service per manufacturing specifications on the HVAC equipment covered herein.

#### IX. COMMUNICATIONS

The vendor shall furnish to the City of Rome's designated representative, in writing, a list of personnel and their phone numbers (home and office) for use by the City of Rome during normal and emergency conditions. The vendor shall also furnish phone numbers (home and office) for the company's representative located at both a local office and regional office.

X. ASSIGNMENT OF CONTRACT

There shall be no assignment of this contract to any other party by the contractor without the City of Rome's authorization.

XI. WORKDAY

The normal non-emergency work covered by this specification shall be performed on the premises between the weekday hours of 8:00 AM and 4:30 PM, Monday through Friday.

XII. EMERGENCY SERVICE

Emergency service shall be rendered by the contractor during any time of day, night, weekdays and holidays, inclusive. The response time for emergency service shall be two (2) hours after notification by the City of Rome's designated representative, for his use in notifying the contractor, a local pager number that is answered on a twenty-four (24) hour basis will be necessary. The City of Rome's designated representative must authorize all emergency service in advance.

XIII. DRAWINGS – DIAGRAMS

The City of Rome will make available to the vendor, for use at the State Mental Health Offices, any drawings and diagrams it has in its possession for the scheduled equipment. The contract must rely on his own resources for drawings and diagrams that the City of Rome cannot reasonably obtain.

XIV. BID GUIDELINES

Failure of the prospective contractor to thoroughly understand all aspects of the specifications and proposal before submitting his bid will not act as an excuse to permit withdrawal of his bid nor secure relief on plea of error. By submitting a bid, the prospective vendor agrees that he has examined the site and the specifications and descriptions are adequate and the required result can be produced under the specifications and description. No claims for any extra will be allowed because of alleged impossibilities in the production of the results specified, or because of inadequate or improper specifications and whenever a result is required, the successful vendor shall furnish any and all extras and make any changes needed to produce, to the satisfaction of the City, the required results.

XV. VENDOR QUALIFICATION

The contractor must own and have available for immediate use within vicinity at all times, a complete set of pertinent HVAC equipment maintenance and repair tools and instruments, along with full charge of refrigerant.

The contractor shall present satisfactory evidence that he is able to acquire major replacement parts, shall be compatible for interchange with the work or defective part replaced without damage to any other related part, or impairment to the operations of the HVAC equipment and the expected life thereof.

The contractor must own and have available at all times, in stock, for immediate delivery and installation, sufficient supply of emergency spare parts for the repair of the HVAC equipment.

All service personnel shall be equipped with identification and all hand tools and supplies customarily required for service and maintenance of HVAC equipment. Onsite service personnel must carry some type of alerting device (pager) to facilitate dispatch during emergencies.

The vendor's area office shall stock and maintain an inventory of tools, replacement parts, and also have available on short delivery schedules, from their own stocking warehouses, all compatible replacement components and parts required for immediate repair of all HVAC equipment under this contract.

The success vendor will be required to demonstrate his experience and qualification in the servicing and repairing of the make and type of HVAC equipment covered by this specification.

The equipment, experience, qualifications and past service of all vendors will be a consideration in the awarding of any HVAC equipment service contracts.



**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**JF KENNEDY CIVIC ARENA  
500 WEST EMBARGO ST  
ROME, NEW YORK 13440**

**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**J.F. KENNEDY CIVIC ARENA  
500 WEST EMBARGO STREET**

Equipment to be serviced at J.F. Kennedy Civic Arena:

Roof Top Units (4) TRANE

RTU-1: Model #YFD151C4LH

RTU-2: Model #YHCO72A4RHA

RTU-3: Model #YHC072E4RXA

RTU-4: Model #YHC060E4RZA

**INFRARED HEATING SYSTEM FOR BLEACHERS**



**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**RECORDS RETENTION BUILDING  
112 WEST LIBERTY ST  
ROME, NEW YORK 13440**



**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**RECORDS RETENTION BUILDING  
112 WEST LIBERTY STREET**

**Equipment to be serviced at Records Retention Building:**

1 – Armstrong Air Model #A93UHID135D20A-01  
Location - 1<sup>ST</sup> Floor

1 - Armstrong Air Model #A93UHID135D20A-01  
Location - 2<sup>nd</sup> Floor

2 – Roof Top Condensing Units – Model #4AC13L60P-5A

\*Including Thermostats Temperature Sensors



**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**ROME ART & COMMUNITY CENTER  
308 WEST BLOOMFIELD STREET  
ROME, NEW YORK 13440**

**TECHNICAL SPECIFICATIONS FOR HVAC SYSTEM LOCATED AT:**

**ROME ART & COMMUNITY CENTER  
308 WEST BLOOMFIELD STREET**

**Equipment to be serviced at Rome Art & Community Center:**

**FORCED AIR GAS FURNACES**

**BASEMENT – 2 UNITS**

- 1 – Comfort-Aire Model #GLUA75-E3C
  - 75,000 BTU'S
- 1 – Armstrong Air Model #GID9IAU125D200-A
  - 125,000 BTU'S

**3<sup>RD</sup> FLOOR**

- 1 – Air-Temp Model #VG75D 054D-24B1

**3<sup>rd</sup> FLOOR (Above Ceiling)**

- 1 – Air-Temp Model #V75A 072C-24B1
- 1 - ?????? Model #HW820411D

## CONDENSING UNITS

### 2 ROOF TOP – SOUTH SIDE

- 1 – Ducane Model #AC10B48TA
- 1 – Rheem Model #RAND-024JAZ

### 1 GROUND LEVEL – SOUTH SIDE

- Ducane Model #AC10B48TA

### 2 GROUND LEVEL – WEST SIDE

- 1 – Rheem Model #13AJA18CO1115
- 1 - ?????? Model #14931-256

## CARRIAGE HOUSE

### 1<sup>st</sup> FLOOR

- 1 – Conquest 90 Model #GLVA90-E5A
  - 90,000 BTU's

### 2 CONDENSING UNITS – WEST SIDE

- 1 – Comfort-Aire Model # Not Readable
- 1 – Enviro Air Model #KICA4000DOO





## **PREVAILING WAGE SCHEDULE**

### **FOR ARTICLE 8, SECTION 220 PUBLIC WORK PROJECTS or ARTICLE 9, SECTION 230 BUILDING SERVICE PROJECTS**

A unique Prevailing Wage Case Number has been assigned to the schedule for this project. Updated PDF copies of your schedule can be accessed by entering the assigned PRC number at the proper location at:

<http://wpp.labor.state.ny.us/wpp/doPublicNewProject.do>

#### **PRC No 2014001867**

If you do not have internet access, you may contact the City of Rome Purchasing Department at 315-339-7665 to request a copy of the prevailing rate schedule provided for this project.

#### **CERTIFIED PAYROLLS - WAGE RATES**

In accordance with the New York State Labor Law every contractor should submit to the City of Rome their original certified payroll records for work performed in conjunction with this project within thirty days after issuance of the first payroll, and every thirty days thereafter (if applicable) a transcript of the original payroll record subscribed and affirmed as true under penalties of perjury. Payment cannot be made to contractors until the City has received the Certified Payroll(s). In addition, contractors will be responsible for posting, in a prominent and accessible place on the site of the job, a legible statement of all wage rates and supplements. For your information, the contract requirements and prevailing wage rate schedule, with a detailed explanation concerning your obligations under the New York State Labor Law has been included in this proposal.

An increase in wage rates can only be allowed during the term of this contract if the NYS Department of Labor publishes new wage rates for the trades designated in these specifications. Any increase in the hourly rate will be limited to the difference between the hourly rates contained in these specifications compared to those issued after this bid awarded.

Corporations, partnerships and sole proprietors submitting proposals are hereby informed that ALL personnel working on this project must be paid the prevailing rate, or above, in accordance with the current NYS Labor Laws in effect during the course of the project. This includes all owners, partners, and other management and other employees as required.

**NOTE: Vendors currently on the NYS Labor Department Debarred List will not be considered for award of this contract. By submitting a bid for consideration, the vendor is indicating to the City that they are currently in good standing with the NYS Department of Labor at the time of the bid or quote.**