

SOUTH RIVER PUBLIC LIBRARY

55 Appleby Avenue, South River, NJ 08882

732.254.2488 Fax 732.254.4116 www.southernriverlibrary.org

REQUEST for PROPOSAL for HVAC SERVICES

The South River Library is soliciting quotes for HVAC services. The Library is roughly 14,000 sq ft in size on four floors with a cathedral ceiling on its largest public floor. The facility was built in 1977 with a major addition completed late 2012. The equipment that comprises the system is listed below:

- (1) Weil McLain cast iron hot water boiler (20 HP) fitted with a Power Flame gas fired burner (700 MBH)
- (2) Weil McLain Ultra 550 boilers
- Carrier air cooled chiller (45 ton)
- (4) AHUs, re-circulating type
- (6) Taco Circulating Pumps
- Andover Digital Control system
- Single Mechanical time clock
- (3) VAV boxes (fan-powered) and (3) VAV boxes (single duct)
- (1) Mitsubishi split system A/C unit

The Library is looking to award a contract for maintenance, and also a vendor responsible for repair and emergency service work. Work is to be accomplished during regular working hours (10-5PM --- M-F) or a date and time convenient to the South River Library. Please quote rates and response times for service outside that time range.

MAINTENANCE CONTRACT

- Quarterly visits to inspect equipment and make necessary adjustments, including calibration service as needed. Provide a report on system performance. Replace filters and belts as needed. Offer general recommendations on making the system healthy and efficient.
- Materials to be billed separately unless otherwise noted.
- Furnish the following Reports:

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- General report on the System Performance
- Maintenance Checklist
- Perform the necessary tasks to change over the system from season to season

Excludes:

- Emergency visits or visits outside the normal workweek.
- Repair work

EMERGENCY SERVICE OR WORK OUTSIDE THE NORMAL WORKWEEK

- Please quote hourly rate for labor for work that falls outside the normal workweek.
- Please quote response time parameters for same.
- You must furnish telephone contact information so that we may contact you at any hour.

Said contract will be for the period of 2015 with an option to renew for 2016. Quotations for service are due by 4PM on 24 October 2014. The Library reserves the right to request references. Please email the quotation to: srpl@southriverlibrary.org