



**REQUEST FOR PROPOSAL (RFP)
REPLACEMENT OF ROOFTOP HEATING/COOLING UNITS
RFP #080822**

Due Date: September 30, 2022

IMPORTANT
THIS IS A REQUEST FOR COMETITIVE BIDS
ALL BIDS MUST BE SENT TO
smorton@cc-si.org

**CATHOLIC CHARITES OF STATEN ISLAND
6581 HYLAN BLVD.
STATEN ISLAND, NY 10306**

DATE: 08-08-2022





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1. OUR MISSION

Catholic Charities of Staten Island (CCSI) is a not-for-profit agency of the Archdiocese of New York, founded in 1871 by Father John C. Drumgoole. CCSI has always responded positively to those in need of services with care, courtesy and compassion.

The Agency's response continues in the tradition of Father Drumgoole and its Catholic heritage. In line with the Gospel mandate and the social mission of the Catholic Church, it seeks to promote family life, create a caring and healing community, and to allow all those it serves the realization of their God-give potential. The Mission strives in all its programs to promote the universal ideals of justice, peace, and compassion and to work in concert with other community resources.

As the population of Staten Island increases and the need for large congregate care programs serving geographically diverse populations decreases, CCSI directs a wide array of services to the residents of Staten Island.

These services include infant and pre-school day care; residential and other programs for developmentally challenged youth; social services to families in crisis to enhance relationships, build upon strengths and achieve stable healthy family lives; assistance to senior citizens to maintain relationships, function as independently as possible, and contribute of their experience and wisdom in intergenerational programs, and to share the Agency's resources with parish communities.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until September 30, 2022. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.
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Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Catholic Charities of Staten Island.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

REPLACEMENT OF (9) TRANE ROOFTOP GAS HEATING/COOLING UNITS (RTU's) LOCATED ON THE ROOF OF THE CYO BUILDING #21.

4. PROJECT SCOPE - DELIVERABLES

The proposal should include the cost for completing the following items in replacement of NINE RTU's (See A/C Listing for Tonnage)

- Removal of existing Trane RTUs
- Reclaim and dispose of all refrigerants from units
- Disconnect all wiring and gas piping
- Remove and take away old RTUs
- Disconnect fire alarm wiring
- Supply and install nine RTU's with gas fired heating, curb adaptors and built-in smoke detectors tied into our central station monitored Fire System. (See Tonnage List)
- Install (9) nine new thermostats centrally located in the building with control of all HVAC functions.
- Supply Crane/Lifting Equipment
- Reconnect all wiring and gas piping
- Reconnect fire alarm wiring
- Start up and adjust units for nominal air flow
- Fully check-out operation of gas fired heating and cooling systems
- All NYC Building Permits are the responsibility of the contractor and must be submitted to the Facility Director prior to the work beginning.
- Tonnage must match existing units, however, does not have to be TRANE Manufactured RTU's.

SUMMARY: THE WINNING BIDDER WILL BE RESPONSIBLE FOR ALL ASPECTS OF THE INSTALL WHICH SHALL INCLUDE, BUT NOT LIMITED TO, INSURANCE, PERMITS, REMOVAL, INSTALLATION, NYC DOB HVAC REQUIREMENTS, CURBING OR DUCT WORK ALTERATIONS, CRANING LIFTING AND REMOVAL, ALL ELECTRICAL, LOW VOLTAGE WIRING, PLUMBING AND COORDINATION WITH HI-RISE FIRE ALARM SERVICE.





Current Equipment List & Tonnage

- ROOF TOP UNIT #1 20 TONS (SIDE OUTLET DISCHARGE)
- ROOF TOP UNIT #2 20 TONS (SIDE OUTLET DISCHARGE)
- ROOF TOP UNIT #3 3 TONS
- ROOF TOP UNIT #4 5 TONS
- ROOF TOP UNIT #5 7-1/2 TONS
- ROOF TOP UNIT #6 5 TONS
- ROOF TOP UNIT #7 5 TONS
- ROOF TOP UNIT #8 5 TONS
- ROOF TOP UNIT #9 15 TONS (DESIGNED WITH LARGER BLOWER MOTOR FROM TRANE)

Total Tonnage 85-1/2 Tons

The winning Bidder will also be responsible for all manufacturers warranties, which shall include labor and parts.

A scheduled General Maintenance 3-Year Agreement will be submitted at the time of Bid Submission to include:

1. General monitoring
2. Replacing air filters
3. Checking thermostat settings and operation
4. Removal of dirt, dust, debris
5. Inspecting wires and other electronic equipment
6. Cleaning pans and drains
7. Checking piping for corrosion or leaks
8. Checking seals
9. Inspecting air ducts and insulation
10. Checking and cleaning all components, inside and out





ALL ASPECTS OF THE DE-INSTALLATION/INSTALLATION MUST MEET ALL NYC DEPT OF BUILDINGS, FDNY, NYC DEP CODES.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

- All proposals in response to this RFP are due no later than Sept. 30, 2022
- Evaluation of proposals will be conducted after Sept 30, 2022. If additional information or discussions are needed with any bidders, the bidder(s) will be notified.
- Upon notification, the contract negotiation with the winning bidder will begin immediately.

Project Timeline & Penalties

- Project timeline for full and complete installation must be submitted at time of bid.
- For each calendar day beyond the scheduled date of Completion, Catholic Charities will deduct the sum of \$100.00 (One Hundred Dollars) as a penalty in the event the work has not been completed as per the agreed date of completion.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Time frame for completion of the project.
- Bidder will be required to sign a Hold Harmless Agreement.
- Completed W-9 Tax Form will be required.
- A copy of the current business license will be required.
- Completeness of proposal package
- Experience with services of this nature
- References
- Compatibility of Services

CCSI retains the right to request any additional information pertaining to the ability, qualifications, and procedures used to accomplish all work under this contract, as it deems necessary to ensure that services are provided in a satisfactory manner.

7. Instructions to Bidders

Each bidder shall be responsible for inspecting the site and verifying the scope of the project.

- Site inspections can be arranged between the hours of 9 A.M. to 2 P.M. Monday – Friday by calling 718 724-4847.

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- All qualified bidders must provide their own ladders to access the roof of the CYO Building (1-story building).
- Written Bid Submissions must be received on or before Sept. 30, 2022, and submitted to the Finance Director listed below

Stacy Morton
Catholic Charities of Staten Island
6581 Hylan Blvd. Building 10
Staten Island, NY 10309
Email: smorton@cc-si.org

8. Contract Award

As in the best interest of Catholic Charities of Staten Island we reserve the right to reject all bids in whole or in part. Since the date of delivery may be a factor in the awarding of bids, it is necessary that the bidder indicate the length of time that would be required by his company to complete the project if awarded the contract.

RIGHT TO REJECT BIDS: After the proposals/bids are opened, CCSI reserves the right to reject any or all bids, and to waive technical errors and informalities or to request resubmission. No Proposer/Bidder shall have any right against the CCSI arising from such rejections.

A "Purchase Order", when furnished to the successful bidder, shall result in a binding contract without further action by either party providing the bidder completes the project within the specified time frame.

9. Inspection and Testing

- Catholic Charities of Staten Island-Mount Loretto shall have the right to reject defective materials and/or workmanship. Material and/or workmanship not in conformance with the specifications will be considered defective.
- Rejected materials and/or workmanship, at no additional cost to Catholic Charities of Staten Island-Mount Loretto shall be satisfactorily corrected.

Before submitting a proposal, Vendors are to fully inform themselves of the nature of the work by personal examination of the site, and by such means as they consider necessary, as to matters, conditions, or considerations bearing on or in any way affecting the preparation of their proposal. A Vendor is not at any time after the
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- submission of his/her proposal claim that there is any misunderstanding regarding the location, extent, or nature of the work to be performed.
- **All qualified bidders must provide their own ladders to access the roof of the CYO Building (1-story building).**

10. Insurance Requirements

- Throughout the time work is being performed under this Agreement, Contractor shall obtain and maintain public liability insurance for damages relating to any one person or for damages relating to any one occurrence.
- Contractor's Certificate of Insurance, must be prepared as follows:
- Provides evidence of \$1 million General Liability Coverage
- \$1 million Commercial Auto Coverage (if company vehicle will be driven onto parish property)
- NY Statutory Workers Compensation.

Name as Additional Insured, in the exact manner as outlined here:

- Catholic Charities of Staten Island, Mount Loretto, The Archdiocese of NY and Timothy Cardinal Dolan
- The insurance policy must contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to Catholic Charities of Staten Island-Mount Loretto.
- Contractor shall provide notice of compliance with this insurance provision before beginning the work to be performed under this Agreement.

11. Indemnification

Contractor shall indemnify and hold harmless Catholic Charities of Staten of Staten Island-Mount Loretto, its officers, board members, assigns, agents, servants, employees, and insurance companies from all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the services contemplated by this Agreement.

12. Assignment/Sub-Contractors

No Assignment without Written Consent.

The Contractor shall not assign, sublet, or subcontract all or any part of the agreement without the prior written consent of CCSI and no purported assignment by the Contractor shall be binding on CCSI without such consent.



13. Termination

Catholic Charities of Staten Island-Mount Loretto may terminate this Agreement by giving to Contractor seven (7) days written notice of the intent to terminate this Agreement. In the event this Agreement is terminated as provided herein, Contractor shall only be paid the pro rata compensation based on the percentage of work completed as required in this Agreement to the date of termination.

14. Questions

- For all technical or project questions email Mike Berg, Facility Director at: mberg@cc-si.org or call 718-724-4847.

15. PAYMENT TERMS

- 1/3rd After Agreement Signing, 1/3rd Mid-Point Completion, Balance to be paid 30 days after completion and inspection. - **NOTE: THERE ARE NO EXCEPTIONS TO PAYMENT TERMS**

16. MBE/WBE Companies

- We make good faith efforts to utilize City-certified minority and women-owned business enterprise (M/WBE) vendors whenever possible and encourage M/WBEs to apply.

17. Vendor Requirements Upon Contract Award

- **The following documents will be required:**
 1. Company W9
 2. Certificate of Insurance
 3. Two Referral's

18. Bid Conclusion

- By submitting a proposal to this RFP you/or your Company fully agrees to adhere to all requirements as detailed in the RFP. Any omission by the Bidder will void the submission.

