

INVITATION TO RESPOND



TOWN OF SOUTHBRIDGE

HVAC SYSTEMS & CONTROLS MAINTENANCE FOR VARIOUS TOWN BUILDINGS

GENERAL

The Town of Southbridge seeks written response for furnishing, delivering and installing materials, supplies, equipment and/or labor and service towards HVAC service contract. Responses will be received by the Town Manager, Town Hall, 41 Elm Street, Southbridge, Massachusetts until 10:00AM on Thursday August 29, 2024, for HVAC System & Control Maintenance – Various Buildings. Envelopes must be clearly marked "HVAC Maintenance". Request for additional documentation or inquiries may be submitted by emailing Hannah Prescott at hprescott@southbridgemass.org

Responses will be reviewed publicly; respondents will be welcome to attend the opening but are not required.

A walk-through of the various buildings may be scheduled by contacting the DPW Operations Officer, Hannah Prescott, at 508-764-5403 x3 or hprescott@southbridgemass.org no later than August 22, 2024. Questions regarding this bid should be sent to the DPW Operations Officer, at hprescott@southbridgemass.org no later than 10:00AM on August 26, 2024.

Rates quoted must comply with the schedule of prevailing wage rates established by the Massachusetts Department of Labor and Industries under the provisions of Massachusetts General Laws, Chapter 149, and Sections 26 - 27F. The contractor shall furnish to the Commissioner of Labor and Industries within fifteen days after completion of work a statement of compliance, executed by the contractor. A Prevailing Wage Rate Schedule is included as Appendix D.

The price bid shall be full compensation for equipment, labor, transportation, insurance and materials to successfully complete the work. Payment to vendor shall be made in quarterly installments in arrears or at such times and intervals that are agreeable to the Town and Contractor.

This bid is for a one-year contract with the option to extend for a second and third year at the Town's discretion. Should the Town desire to extend the contract, the bid price shall be adjusted by the percentage increase for year two and three. This percentage increase shall be applied to Items 1, 2 and 3 in the bid proposal. The low bid shall be determined by comparing the bidder's Total First Year Cost in Item 1 though successive year costs may be considered.

Should any of the Town's buildings included under this contract no longer require HVAC services because of decommissioning, demolition, or transfer of ownership, the town reserves the right to eliminate that building from the contract at the price listed on the Bid Sheet with no penalty to the Town. The Town will pay for any services provided by the Contractor under the terms this contract prior to such decommissioning, demolition, or transfer of ownership.

The respondent shall carry insurance that meets or exceeds the limits and requirements listed in Appendix C: Insurance Requirements.

Included in the response shall be the name, address, telephone number. The Town also requests responses include contact information of three references. The references shall be from companies for whom the contractor has performed similar tasks within the last five years.

All respondents must certify that the bid was made in good faith and without collusion or fraud by signing the enclosed Certificate of Non-Collusion and including it with their bid.

Pursuant to MGL Chapter 62C, Section 49A, all bidders must sign a clause, as part of the contract, that they are in compliance with all laws of the Commonwealth relating to taxes.

The Town reserves the right to convene interviews with respondents to discuss qualifications, experience and methodology prior to awarding the bid.

All materials and equipment supplied for this work are to be new, of the highest quality and of the type and style regularly used for similar applications. In addition to all manufacturer's warranties and guarantees the contractor shall provide one year of full service (parts and labor) for all equipment and systems installed on this project. Warranty date shall commence upon certification of substantial completion.

The selected contractor must coordinate the scheduling of the worksite areas with the appropriate person in charge of the worksite prior to commencing any activities.

The contractor must maintain a dispatcher or 24 hour answering service so all telephone calls related to the contract, including emergency service, can be made to a single number.

On each visit to a building, the technician must report to the main office, who will be responsible for signing the service reports. Copies of the service report, including data taken and records made on preventative maintenance calls not billable outside the contract, are to be reported to the respective owner's representative at the end of the day. If the office is closed, reports shall be faxed by the next working day. Service reports not verified and signed by the Town's agent may not be paid. The Town does not pay for mileage, meal breaks or travel time. Hour rates begin when the technician reports to the job site and ends upon departure from the job site.

The purpose of this contract is to keep the equipment and systems in good operating condition, avoid outages, and restore failed equipment to operation as quickly as possible.

The scope of services under this contract will be inspection, preventive maintenance, and emergency repair. The contractor will be responsible for periodic preventative maintenance and for implementing a program designed to prevent outages. Labor and materials to restore equipment covered by the contract in the event of failure will be billable as additional services. Where circulating pumps are present, their maintenance will be included as basic maintenance in the quoted price.

Service for emergency repairs that should have been avoided by conscientious performance of the periodic inspection and preventive maintenance program will be provided at no additional labor charges. Parts for these repairs are to be billed as if they had been installed during the routine preventative maintenance visit.

HVAC SYSTEMS

This work will consist of HVAC system maintenance for the Town of Southbridge. See the attached list for location and type of equipment.

The contractor must employ properly trained system technicians proficient in heating system repair and balancing with a minimum of five (5) years of experience performing such work. Burner technicians shall be certified to appropriate burner firing rate.

The contractor shall perform inspections, calibrations, and adjustments to keep the heating systems in proper operating condition and to maintain temperature at setpoint monthly during the heating season (generally October through April). Heating systems, for the purpose of this contract, shall include internal units such as unit heaters. Where repairs are required, submit for approval a written proposal that describes the recommended repair and the cost to implement it.

The scope of services under inspection and preventative maintenance shall include, but is not limited to:

- The service of boilers shall include cleaning chamber, replace nozzles, clean assembly, clean or replace fuel pump screen, test for efficiency and tagged with date, replace oil filter and date it
- Drain down expansion tanks when necessary
- Clean oil lift pump strainers monthly during heating season
- Grease all circulator pumps and motors quarterly
- Service compressors, tagging with date of oil and belt change, oil to be changed 3 times per year, belts annually
- Total cleaning of firebox, chimney, tubes, and breeching, as appropriate
- Lubricate all moving parts
- Tighten & adjust belts; replace as necessary
- Clean, tune, fire, and adjust unit
- Boiler rooms shall be left in a clean and orderly manner with all debris removed from service call
- The inspection and service of exhaust fans, ducts and vents for ventilation, cooking, recirculation, etc. to ensure proper secured connections, safety, and efficiency.
- AC systems shall have belts changed annually and greased and oiled as needed. All drain lines shall be checked and cleared for blockages and/or leaks. Refrigerant levels shall be checked and filled as necessary

- A written report on what tasks were done and any recommended future work shall be signed and left at the main office of each building. Report shall be sign by technician and also by office receiving report.
- Provide written efficiency report
- Annual report of recommended repairs with estimated costs

Gas fired hot water heaters at the Library, Registry of Motor Vehicles, Fire Station, and Community Center are included as basic maintenance items.

HVAC CONTROLS

This work will consist of maintenance of heating control systems and compressor units for non-self contained cooling systems for the Town of Southbridge as listed in the previous table. In those cases of pneumatic controls, supporting air compressors are included as basic maintenance.

The contractor must employ properly trained system technicians proficient in computer driven control system maintenance with a minimum of five (5) years of experience performing such work.

The contractor shall perform inspections, calibrations, and adjustments to keep the control systems in proper operating condition and to maintain temperature at setpoint. Where repairs are required, submit for approval a written proposal that describes the recommended repair and the cost to implement it.

Each location would receive a preventative maintenance check prior to the beginning of the heating and cooling seasons to include the following:

- Check control panel for leaks
- Check the operation of all controls in the panel
- Check the thermostat calibration and operation of all units
- Servicing the air compressor (to include changing crank case oil, oil the motor, checking pressure switch settings, check relief valve operation, replace motor drive belts and clean or replace the intake air filters)

Each location shall receive a preventative maintenance check of the cooling systems during the month of May. Additionally, the contract shall include a general check of the controls and compressor components on a monthly basis during the heating season (October through April) as well as monthly checks of air conditioning controls during the cooling season (June through September).

SERVICE SCHEDULE

Within 30 days of the contract award, the contractor will inspect all HVAC Systems and HVAC Controls, and based on the condition upon inspection and the scope of services provided above, the contractor will submit a schedule showing all inspection services and preventative maintenance services to be performed, by month, for the first year of the contract. Once the schedule is approved by the Town, the contractor will be expected to adhere to the schedule. Lack of an approved schedule does not relieve the contractor of their responsibilities as defined herein.

BIDS

Response shall be submitted on the attached Rate Sheet and shall include:

- Total price for the first year
- Labor rate for service not covered under the contract that is scheduled in advance
- Labor rate for emergency service, including after-hours or premium time charges
- Price to renew the contract for Year 2 and Year 3 at the Town's option
- Response time on receipt of a call for emergency service

The "low bid" shall be determined by comparing the respondent's Total First Year Cost in Item 1, though other Bid Items may be considered in the final decision to award the contract.

RATE SHEET

TOWN OF SOUTHBRIDGE

HVAC SYSTEM & CONTROL MAINTENANCE
FOR VARIOUS TOWN BUILDINGS

ITEM 1. Bid Price for Year One

Town Hall	\$	_____
Sewer Treatment Plant	\$	_____
DPW Facility	\$	_____
Water Filtration Plant	\$	_____
RMV Building	\$	_____
GROUP 1 SUBTOTAL:	\$	_____
Community Center	\$	_____
GROUP 2 SUBTOTAL:	\$	_____
Fire Station	\$	_____
GROUP 3 SUBTOTAL:	\$	_____
Jacob Edwards Library	\$	_____
GROUP 4 SUBTOTAL:	\$	_____
Airport Diner	\$	_____
GROUP 5 SUBTOTAL:	\$	_____
SUM OF GROUPS 1 THROUGH 5:	\$	_____

ITEM 2. Hourly Labor Rate Regular	\$	_____
ITEM 3. Hourly Labor Rate Emergency or After Hour	\$	_____
ITEM 4. Increase in Prices for Year Two		_____ (%)
ITEM 5. Increase in Prices for Year Three		_____ (%)
ITEM 6. Response time for emergency calls:		_____

The undersigned agrees that, if he is selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment

bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to awards made subject to section forty-four A.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Name and Address of Respondent

Authorized Signature/Title

Date: _____

Telephone: _____

Fax: _____

RESPONSE CHECKLIST

In compliance with the bid specifications, the following is enclosed and/or acknowledged with this response: (Please check items below if enclosed or acknowledged.)

- _____ Rate sheet completed and signed
- _____ List of three references included
- _____ Insurance certificate included
- _____ Complies with prevailing wages & reporting requirements
- _____ Signed certificate of non-collusion
- _____ Signed clause relating to tax compliance

Name and Address of Respondent

Authorized Signature/Title

Date: _____

CERTIFICATE OF NON-COLLUSION

TOWN OF SOUTHBRIDGE

The undersigned certifies under penalties of perjury that the bid or proposal submitted relative to this project is in all respects bona fida, fair and made without collusion or fraud with any other person, joint venture, partnership, corporation or other business or legal entity.

Signature

Name and title of person signing bid

Company

Date

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,
_____, authorized signatory for _____, do
hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of
the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and
withholding and remitting child support.

Signature

Date: _____

Title: _____

TOWN OF SOUTHBRIDGE

CONTRACT FOR
HVAC SYSTEM & CONTROLS MAINTENANCE

This Contract is made this ____ day of _____, 2024 by and between the Town of SOUTHBRIDGE, a municipal corporation located within the Commonwealth of Massachusetts, acting through its TOWN MANAGER (hereinafter, the "TOWN"), and _____, a corporation with a business address at _____ (hereinafter, "CONTRACTOR").

ARTICLE I
SCOPE OF SERVICES

CONTRACTOR shall furnish labor and materials related to HVAC Systems & Controls Maintenance and Repair (hereinafter "HVAC Maintenance") in accordance with the Contract Documents consisting of this Agreement, the Bid Advertisement, the Invitation to Bid and all attachments thereto, and the CONTRACTOR's completed Bid Forms. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.

ARTICLE II
TERM OF CONTRACT

This Contract shall be effective on September 26, 2024, and shall terminate on September 26, 2025. This Contract may be extended for a period not to exceed three years total, at the will of the TOWN.

ARTICLE III
COMPENSATION

1. Contract Sum. The TOWN shall pay CONTRACTOR in current funds for the performance of the preventive maintenance work described herein a contract sum not to exceed: \$ _____. Other work completed outside the normal maintenance work, such as, but not limited to, emergency calls, shall be paid at the rates as stated on the CONTRACTOR's proposal. The TOWN reserves the option to extend this contract for an additional two years at the percent increase as stated on the CONTRACTOR's proposal.

2. Payment Schedule. Compensation for work performed pursuant to this Contract shall be paid quarterly in arrears or at such times and intervals that are agreeable to the TOWN and CONTRACTOR pursuant to an invoice submitted by CONTRACTOR in such form as shall be approved in advance by the TOWN. Invoices shall be separated in accordance with the schedule shown in Appendix A, attached.

ARTICLE IV
COMPLIANCE WITH LAWS

The CONTRACTOR shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Contract, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.

ARTICLE V
INDEPENDENT CONTRACTOR

The CONTRACTOR acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Contract, and shall not be considered an employee or agent of the TOWN for any purpose.

ARTICLE VI
TOWN'S LIABILITY

The TOWN's liability under this Contract shall be to make all payments when they shall become due, and the TOWN shall be under no further obligation or other liability. Nothing in this Contract shall be construed to render the TOWN or any elected or appointed official or employee of the TOWN, or their successors in office, personally liable for any obligation under this Contract.

ARTICLE VII
INDEMNIFICATION

The CONTRACTOR shall indemnify and hold harmless the TOWN, its officers, boards, agents, and employees from any loss, damage, cost, charge, expense, or claim for injury to person or property, which may be made as a result of any act, omission, or default on the part of the Contractor, or any of its agents or employees, and will pay promptly on demand all costs and expenses of the investigation thereof, including attorney's fees and expenses. If any such claim is made, the TOWN may retain out of

any payments, then or thereafter due to CONTRACTOR, a sufficient amount to protect the TOWN against such claims, costs, and expenses.

ARTICLE VIII
INSURANCE

1. CONTRACTOR shall obtain and maintain during the term of this Contract the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the TOWN, as set out in the Contract Documents.
2. All policies shall identify the TOWN as an additional insured (except Workers' Compensation) and shall provide that the TOWN shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the TOWN upon the execution of this contract. Each such certificate shall specifically refer to the Contract and shall state that such insurance is as required by the Contract. Failure to provide or to continue in force such insurance shall be deemed a material breach of the Contract and shall be grounds for immediate termination.

ARTICLE IX
ASSIGNMENT

CONTRACTOR shall not assign, sublet or otherwise transfer this Contract, in whole or in part, without the prior written consent of the TOWN, and shall not assign any of the monies payable under this Contract, except by and with the written consent of the TOWN.

ARTICLE X
INSPECTION AND REPORTS

The TOWN shall have the right at any time to inspect the work of the CONTRACTOR, including the right to enter upon any property owned or occupied by CONTRACTOR, whether situated within or beyond the limits of the TOWN. Whenever requested, CONTRACTOR shall immediately furnish to the TOWN full and complete written reports of his operation under this Contract in such detail and with such information as the TOWN may request.

ARTICLE XI
TERMINATION FOR CAUSE

If at any time the term of this contract the TOWN determines that CONTRACTOR has breached the terms of this Contract by negligently or incompetently performing the work, or any part thereof, or by failing to perform the same, to the satisfaction of the TOWN, or by not complying with the direction of the TOWN or its agents, or by otherwise failing to perform this Contract in accordance with all of its terms and provisions, the TOWN shall notify CONTRACTOR in writing stating therein the nature of the alleged breach and directing CONTRACTOR to cure such breach within ten (10) days.

CONTRACTOR specifically agrees that it shall indemnify and hold harmless the TOWN as provided in Article VII from any loss, damage, cost, charge, expense or claim arising out of our resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If CONTRACTOR fails to cure said breach within ten (10) days, the TOWN may, at its election at any time after the expiration of said ten (10) days, terminate this Contract by giving written notice thereof to CONTRACTOR specifying the effective date of the termination. Upon the date so specified, this Contract shall terminate. Such termination shall not prejudice or waive any rights or action which the TOWN may have against CONTRACTOR up to the date of such termination, and CONTRACTOR shall be liable to the Town for any amount which it may be required to pay in excess of the Contract Sum provided herein in order to complete the work specified herein in a timely manner.

ARTICLE XII
NOTICE

Any and all notices, or other communications required or permitted under this Contract, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party.

Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.

ARTICLE XVI
SEVERABILITY

If any term or condition of this contract or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability

of the remaining terms and conditions of this contract shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE XIII
GOVERNING LAW

This contract shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and CONTRACTOR submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Contract.

ARTICLE XIV
ENTIRE AGREEMENT

This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Contract supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

Contractor

TOWN OF SOUTHBRIDGE
BY ITS TOWN MANAGER

(Authorized Signature)

(Title)

Approved as to the Availability of Funds:

_____ Town Accountant

BILLING SCHEDULE

Quarterly billing for inspection services and preventative maintenance services and bills for additional work shall be addressed as follows:

Group 1 – Town Hall, Sewer Treatment Plant, DPW Facility, Water Filtration Plant, RMV Building

Attention: Richard Benoit
Southbridge Department of Public Works
185 Guelphwood Road
Southbridge, MA 01550-1365

Group 2 – Community Center

Attention: Katie Alicea-Tilton
Southbridge Community Center
153 Chestnut Street
Southbridge, MA 01550

Group 3 – Fire Station

Attention: Chief Paul Normandin
Southbridge Fire Department
24 Elm Street
Southbridge, MA 01550

Group 4 – Jacob Edwards Library

Attention: Margaret Morrissey
Jacob Edward's Library
263 Main Street
Southbridge, MA 01550

Group 6 – Airport Diner

Attention: Ron Plouffe
Southbridge Municipal Airport
220 Airport Access Road
Southbridge, MA 01550

EQUIPMENT LIST

Attached is a **partial** equipment list for Town buildings as prepared by a third party. Equipment may have been added, removed, or replaced since this list was created. It is the responsibility of the Bidder to verify the accuracy of this list.

		<u>Description</u>	<u>Serial Numbers</u>	<u>Ton/HP</u>	<u>Volt PH</u>	<u>Location</u>
Town Hall		41 Elm Street				
<u>Manufacturer</u>		<u>Model Number</u>				
HB Smith/Carlin	Boiler/burner	19HE -04/301CRD	19HE-4-101928	Oil	120V	Boiler Room
HB Smith/Carlin	Boiler/burner	25MILS/301CRD	2500L			Boiler Room
Quincy	Air Compressor	FF106AD	34954801			Boiler Room
	Circ Pump			1.5HP		Boiler Room
	Circ Pump		BB2506-010A5B	1.5HP		Boiler Room
York	Condenser	H1DA024S06A	EACM006262	3 Ton		Ground
	Air Handler	GHCO24SA	ENBS152985			Computer Room
Carrier	Condensor		C672762	3 Ton		Porch
	Air Handler					Superintendent
Mitsubishi	Condenser	MUM18EW	55900333B	1.5 Ton	208	Outside
	Air Handler	6-1 MS09EW	5503063		1PH	Health Office
	Air Handler	6-2 MS09EW	55002554		1PH	Health Office
Mitsubishi	Condenser	MUM18NW	85900253	1.5 Ton	208	Porch
	Air Handler	7-1 MS09NW	7002644T		1PH	Accounting
	Air Handler	7-2 MS09NW	7002658T		1PH	Accounting
Mitsubishi	Condenser	MUM18EW	55B1251B	1.5 Ton	208	Outside
	Air Handler	8-1 MS09EW	55002559		1PH	Rice Conf Rm
	Air Handler	8-2 MS09EW	55002566		1PH	Rice Conf Rm

	<u>Description</u>		<u>Serial Numbers</u>	<u>Ton/HP</u>	<u>Volt PH</u>	<u>Location</u>
Mitsubishi	Condenser	CM1612	6571	1.5 Ton	208	Outside
	Air Handler		8004030T		1PH	Treasurer Office
	Air Handler		8003764T		1PH	Treasurer Office

Town Hall Cont.

41 Elm Street

Manufacturer

Model Number

Sanyo	Condenser	MUM18NW	86906950	1.5 Ton	210	Outside
	Air Handler	10-1 KMS0912	278564		3HP	Town Manager
	Air Handler	10-2 KMS0912	279764		3 HP	Town Manager
Sanyo	Condensor	CM1812	23571	1.5 Ton	210	Outside
	Air Handler	10-1 KMS0912	277464	3HP		Town Manager
	Air Handler	10-2 KMS0912	273264	3 HP		TM Conf Rm
Trane	Air Handler	CCDB04ANOP	KA4H37809			Upper Level
Trane	Air Handler	CCDB04ANOP	K84H37808			Upper Level
Dunham Bush	Wall Unit	175-RW-9	93D152			Back Hallway
Trane	Wall Unit	M4SPA008	S84G12523			Lobby
Trane	Wall Unit	M4SPA008	S84G12523			Lobby
	Oil Pump				1.3 HP	Back Hallway
Powers	Thermostats	192-204-143				Lower Level
Powers	Thermostats	192-204-143				Main Level
Powers	Thermostats	192-204-143				Upper level

Wastewater Treatment Plant

83 Dresser Hill Road

<u>Manufacturer</u>	<u>Description</u>	<u>Model Number</u>	<u>Serial Numbers</u>	<u>Ton/HP</u>	<u>Volt PH</u>	<u>Location</u>
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	Description		Serial Numbers	Ton/HP	Volt PH	Location
HB Smith	Boiler #1	Series 2B	W42796	Oil		Basement
HB Smith	Boiler# 2	Series 2B	W42795	Oil		Basement
Taco	Circ Pump	BB40109.9C5B2GL		7.5 HP		Basement
Taco	Circ Pump	BB40109.9C5B2GL		7.5 HP		Basement
HB Smith	Boiler	Series 19-5	P97-243	Oil		Rear Bldg
Taco	Circ Pump	4-086		3.5 HP		Rear Bldg
Taco	Circ Pump	4-086		3.5 HP		Rear Bldg
Lennox	Furnace	012Q5-168-1	5885K07798	Oil		Middle Bldg

DPW Facility

185 Guelphwood Road

Manufacturer

Model Number

Hydrotherm #1	Boiler	M0-1540	0r-08-1220			2nd Floor
Hydrotherm #2	Boiler	M0-1540	0r-08-1220			2nd Floor
Hydrotherm #3	Boiler	M0-1540	0r-08-1220			2nd Floor
Hydrotherm #4	Boiler	M0-1540	0r-08-1220			2nd Floor
Johnson Air Rotator	Oil Fired Heater	AR75CP-4-MO	K-12-9774		480 1 ph	
Energy Logic	Waste Oil	TE-21	0507-20100			Out Back
McQuay	AHU	CAH014GHAC	F1300070601177			Wash Bay
Lennox	RTU	LHA18OH2BN3G	5607E00420			Roof
Lennox	AHU	C133OM-57-4P	5807E13790		208	Op Man Office
Lennox	AHU	C817-95V-3	5607B14588		208	Main Bldg
Lennox	Condensor	HP290904Y	5807C19520		208	Main Bldg
Lennox	Condensor	13HPD-048-230-15	1914B20177	4	208	Main Bldg
Leibert	Condensor	MCD36ALAH3	0728N150860	3	460 3 ph	Archives Rm
Leibert	A/H	MMD36EAHSDG	0728n150860	3	460 3ph	Archives Rm
Phillips	Pump	DP-3	O60145			Boiler Rm

	<u>Description</u>		<u>Serial Numbers</u>	<u>Ton/HP</u>	<u>Volt PH</u>	<u>Location</u>
Mitsubishi	Ductless Split	PV2-A24NHA	6600225C		208/230 1P	Data Room
Mitsubishi	Ductless Split	PV2-A18NHA	63001728B		208/230 1P	Map Room
Power Flame	Burner	CR2-08				
Power Flame	Burner	CR2-08				

Registry of Motor Vehicles

6 Larochelle Way

<u>Manufacturer</u>	<u>Description</u>	<u>Model Number</u>	<u>Serial Numbers</u>	<u>Ton/HP</u>	<u>Volt PH</u>	<u>Location</u>
Thermopride	Furnace	OT16-125		#2 Oil		Boiler Room
Bryant	Airhandler	AC10848		60	208v	Boiler Room
Ducane	Condenser		1183129932	Oil	235v	Ground Pad

<u>Description</u>		<u>Serial Numbers</u>		<u>Volt PH</u>	<u>Location</u>
Water Treatment Plant		511 Breakneck Rd		All Gas Fired	
<u>Manufacturer</u>		<u>Model Number</u>		<u>Ton/HP</u>	
Reznor	Air Handler			4 Ton	Office
Carrier	Condenser				Office
Reznor	Burner	SCE200-6	EAY165UBL13441		Filter Room
Reznor	Air Handler	SCE-200-6-SMV	EAY165UBL13441		Filter Room
Reznor	Burner	SCE300	EAY165U9L13439		Filter Room
Reznor	Air Handler	3SCBL600-65MU	3AY1635TF07		Filter Room
Reznor	Unit Heater	UDAP30	BEK79X7N53515X		Filter Room
Reznor	Unit Heater	FE025	AYH65M7L83257X		Filter Room
Space Ray	Tube Heaters	LTU60	168739		Filter Room
Space Ray	Tube Heaters	LTU60	168737		Filter Room
Space Ray	Tube Heaters	LTU60	168740		Filter Room
Space Ray	Tube Heaters	LTU60	168738		Filter Room

Community Center

153 Chestnut Street

<u>Manufacturer</u>	<u>Description</u>	<u>Model Number</u>	<u>Serial Numbers</u>	<u>Ton/HP</u>	<u>Volt PH</u>	<u>Location</u>
Burnham	Boiler	V-908	6142901	Gas		Boiler Room
Powerflame	Burner	BCJR30A-12	109306778	Gas	75 Gal	Boiler Room
AO Smith	Hot Water Heater	BT80-112	F05M008710	Gas		Boiler Room
Sterling	Pump	615A	V1788B			Boiler Room
Sterling	Pump	F16154AMBF				Boiler Room
Kenard	Air Handler	H215HV	32581901A			Gym
Kenard	Air Handler	Not being Used				Gym
Kenard	Air Handler	H211HV	32581903A			North of Building
Webster	Unit Heater	14H21	590H2393			Back Room
Webster	Unit Heater	14H21	590H2393			Back Room

Herman Nelson	Unit Ventilator	LWSCG 3841 35		115v	Men's Locker RM
Herman Nelson	Unit Ventilator	LWSCG 3841 35		115v	Men's Locker RM
Taco	Circ Pump	SA55JXCTS-3984	110-387		Kitchen
Gundfos	Pump	8680	UPS15-42F	115v	Front Office
Webster	Unit Heater	F1-372	VH-2393		Left Entrance

Fire Station

24 Elm Street

All Gas Fired

<u>Manufacturer</u>	<u>Description</u>	<u>Model Number</u>	<u>Serial Numbers</u>	<u>Ton/HP</u>	<u>Volt PH</u>	<u>Location</u>
Gibson	Gas fired Furnace	C6BH-X48C-C	C6D13 0909034	4	208/230 1PH	Attic
Gibson	Gas fired Furnace	C6BH-X48C-C	C6D13 0909015	4	208/230 1PH	Attic
Nordyne	Condenser	MSA4BD048KB	MSD130702866	4	208/230 1PH	Roof
Nordyne	Condenser	MSA4BD048KB	MSD130603004	4	208/230 1PH	Roof
York	RTU	D2NP036N07206A	NOM8484223	3	208/230 1PH	Roof
Modine	heating units	PDP175AE0130	39010917091313-3281		115v/5.1 Amps	Apparatus Bays
Modine	heating units	PDP175AE0130	39010917091313-3276		115v/5.1 Amps	Apparatus Bays
Modine	Heating units	PDP175AE0130	39010917091313-3275		115v/5.1 Amps	Apparatus Bays
Gibson	Gas fired Furnace	KG7SC072D-2413	KGD130102224			Basement

Jacob Edwards Library

263 Main Street

<u>Manufacturer</u>	<u>Description</u>	<u>Model Number</u>	<u>Serial Numbers</u>	<u>Ton/HP</u>	<u>Volt PH</u>	<u>Location</u>
Caravan Slant Fin	Boiler	GC-300RC	G0013142	Gas	120	Mechanical Rm
Caravan Slant Fin	Boiler	GC-300RC	G0013142	Gas	120	Mechanical Rm
State	Hot Water Heater	SBF75140 NEIZ	D99246037	Gas		Mechanical Rm
Trane	Condenser	TTAC48C300A1	N3342Y6	Gas	5 ton	Rooftop
Trane	Air Handler	TXC049C4HPB1	N494RH95G			Attic

Trane	Condenser	TTAC48C300A1	N1735HDBF	Gas	5 ton	Rooftop
Trane	Air Handler	TXC036C4HPB1	N471JL15G			Attic
Trane	Condenser	55A038C300A1	N264WHSBF	Gas	3 ton	Rooftop
Trane	Air Handler	TXC031C4HPC0	N522N525G			Sprinkler Rm
Trane	Condenser	TTAC48C300A1	N33R22MBF	Gas	5 ton	Rooftop
Trane	Air Handler	TXC049C4HPB1	N512XAR5G			Meeting Rm Closet
Trane	Package Unit	YCH091D3H0BE	N50103179D	Gas	208/230	Rooftop
Trane	Package Unit	YCH121C3H0AA	N50103358D	Gas	208/230	Rooftop
Trane	Package Unit	YCH121C3H0AA	N50103357D	Gas	208/230	Rooftop
Trane	Package Unit	YCH121C3H0AA	N50103350D	Gas	208/230	Rooftop
Trane	Package Unit	YCH049C3H0BF	N50103164D			Rooftop
Taco	Circ Pump	E1207E2C1ESL04				
Taco	Circ Pump	E1207E2C1ESL04				

INSURANCE REQUIREMENTS

Contractor’s limits of liability insurance and special insurance shall be no less than the following:

COVERAGE	LIMITS OF LIABILITY
Worker's Compensation & Employer’s Liability	Statutory
<u>General Liability</u> Per occurrence	\$1,000,000
Aggregate	\$2,000,000
<u>Automobile Liability</u> Combined single limit (each accident)	\$1,000,000
Excess Umbrella Liability	\$2,000,000

Certificates evidencing such insurance must be submitted to the Town upon execution of this contract by the Contractor and upon each renewal period thereafter. Town shall be named as Certificate Holder. Coverage shall be in force from the time of execution of the contract to the date of termination of the contract.

General Liability policies shall name the Town of Southbridge as additional insured.

Insurance policies shall provide that the policies shall not be cancelled, renewed, or amended without thirty (30) days prior written notice to the Town.

Insurance policies shall be written by a company licensed to do business in the state of Massachusetts with a minimum A.M. Best rating of A- VII.

Contractor must provide Town with certificates showing the types and amounts of insurance coverage carried by any proposed sub-contractors. Sub-contractors’ insurance must meet all requirements provided herein, and must meet or exceed the limits stated above unless otherwise explicitly approved, in writing, by the Town.