

REQUEST FOR PROPOSALS

FOR

HVAC PREVENTIVE MAINTENANCE

AT THE

BATTERY PARKING GARAGE

56-80 GREENWICH STREET NY, NY 10006

Solicited By:
LAZ Parking
New York & New Jersey, LLC
333 West 39th Street Suite 602
New York, NY 10018

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Section One: Introduction

**LAZ Parking New York & New Jersey LLC
333 West 39th Street, Suite 602
New York, NY 10018**

LAZ Parking is now accepting proposals for HVAC Preventive Maintenance at the Battery Parking Garage. The purpose of this RFP is to hire a reputable mechanical contractor to provide the Battery Parking Garage with the services required to keep our current HVAC system and all related HVAC devices in optimal and continuous working order. These services must be in accordance with industry standards for Preventive Maintenance (PM) and service work, and they must be completed in accordance with the manufacturer's recommendations.

LAZ offers opportunities for firms through a public solicitation known as a "Request for Proposals" (RFP). LAZ's objective in issuing an RFP is to publicly offer and promote specified competitive bids or proposals. The goal of the RFP process is to attract strong and viable proposals.

LAZ's selection criteria include the financial strength, demonstrated management expertise, business plan and track record of the Contractor, as well as the bid or offer. The RFP, therefore, requires the completion of an extensive application.

The *Contractor's Qualification Statement* (CQS) must be filled out completely; incomplete CQS forms will be returned and may disqualify a proposal.

Section Two: Request for Proposals - Rules & Regulations

The Property:

This RFP booklet is accompanied by the *Scope of Services* to be performed at the Battery Parking Garage consisting of the following street addresses:

- Primary Address: 56-80 Greenwich Street New York, NY 10006 with other entrances and exits at following addresses:
- 20 Morris Street New York, NY 10006
- 81 Washington Street New York 10006

Due Date:

Each proposal must contain three (3) copies of all Submission Requirements listed on the next page. The proposal must be delivered in a sealed envelope to LAZ's New York office on or before July 14, 2023 at 3 PM, (the "Deadline") at which time they shall be opened in the presence of a MTA representative or another authorized designee. Envelopes must be addressed as follows:

LAZ Parking NY/NJ LLC
Attn: Salik Syed
Battery Parking Garage HVAC Preventive Maintenance RFP
333 West 39th Street Suite 602
New York, NY 10018

Submission Requirements:

Proposals must include the following:

1. A complete *Contractor's Qualification Statement*.
2. A proposed Contract.
3. A description of the method and schedule to regularly provide HVAC Preventive Maintenance.
4. A proposal of the cost of the work.

Proposal Bid:

If the Contractor selected for an award fails to execute a signed contract based on the terms submitted in the proposal, LAZ can cancel or withdraw the notice of award without further obligation.

**Withdrawal Of
Proposals:**

After the deadline, proposals shall be considered an offer and may not be withdrawn until at least 90 days after the deadline as specified.

Site Visit:

June 30th at 1 PM. Meet in the lobby of the Battery Parking Garage at 70 Greenwich Street in lower Manhattan. Final questions are due no later than July 7th at 3 PM. Questions submitted after this deadline will not be accepted.

All Contractors are encouraged to attend and may bring a project engineer familiar with the scope of services. After the deadline, proposals shall be considered an offer and may not be withdrawn until at least 90 days after the deadline as specified.

Selection Criteria:

LAZ shall consider the following criteria in evaluating proposals:

1. **Business Experience:** Appropriateness will be evaluated based on length of experience and areas and levels or responsibilities.
2. **Financial Qualifications:** The creditworthiness of the Contractor will be evaluated to assure LAZ that the Contractor can handle the scope of services in a timely manner.
3. **Cost of Providing: HVAC Preventive Maintenance.** All escalation costs shall be included in the proposal.
4. **Term of contract to be 3 years, non-renewable.**

Conditions:

1. A confidentiality agreement will be required for receipt of all plans which shall remain the exclusive property of MTA/MTA Bridges and Tunnels.
2. Once submitted, a proposal becomes the property of LAZ and constitutes an offer by the Contractor that may not be revoked until the 90th day after the deadline, and thereafter only in writing. No proposal shall be deemed granted and no rights whatsoever shall accrue to the Contractor or any other person against LAZ or any affiliate or subsidiary thereof, nor shall there be deemed to be an executed contract for any project unless and until a fully executed contract is delivered to the Contractor.
3. **Insurance:** Please see the section of this booklet entitled “Type of Insurance Required by the Successful Bidder” for all insurance requirements.
4. **Termination:** LAZ reserves the right to terminate the Contract.

Non-Discrimination:

LAZ will not discriminate against any person based on race, creed, color, national origin, sex, age, handicap or marital status in accepting, reviewing, and evaluating proposals

Section Three: Type of Insurance Required by the Successful Bidder

- I. **Insurance:** Contractor shall maintain, at its sole expense:
- A. Workers' Compensation Insurance including Employer's Liability. Such insurance shall fully comply with the Worker's Compensation law(s) of the state(s) in which operations or work related to this Agreement is to be performed.
 - B. Commercial General Liability Insurance including Products/Completed Operations coverage and Contractual Liability coverage, with a Combined Single Limit of at least \$2,000,000 per Occurrence for Bodily Injury and Property Damage. Such insurance shall (1) be underwritten by insurers acceptable to LAZ; (2) name LAZ Parking New York/New Jersey LLC., Metropolitan Transportation Authority, Metropolitan Transportation Authority Bridges And Tunnels, City and State of New York and their subsidiaries and their officers, directors and employees as additional insureds (the "Insured's") for the full policy limit; (3) provide for a waiver of subrogation with respect to any additional insured's; (4) specifically state the indemnification agreement of this contract is insured as a contractual obligation for the insurer; and (5) provide that the insurer shall give LAZ at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any adverse change, or any cancellation or non-renewal of such insurance and that any adverse change, cancellation or non-renewal shall not apply to the interest of the additional insured for sixty (60) days following receipt of such notice.
 - C. Automobile Liability Insurance with a Combined Single Limit of at least \$1,000,000 per occurrence for bodily Injury and Property Damage. Such insurance shall be (1) underwritten by insurers acceptable to LAZ; (2) name the Insured; (3) apply to any automobile; and (4) provide that the insurer will provide LAZ with at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any cancellation or non-renewal of such insurance. Such notice to be given by certified mail, return receipt requested to the address herein below set forth.

The Contractor will provide LAZ with a Certificate of Insurance evidencing the maintenance of the insurance required above. The Certificate of Insurance shall (1) show the total limit of liability of all policies; (2) reference this contract on the Certificate of Insurance; and (3) be signed by an authorized representative of the insurance carrier.

NOTIFICATION LIST OF CERTIFICATE OF INSURANCE POLICY

II. Notice: Any notice to be served pursuant to this contract shall be delivered by either (i) personal delivery or (ii) U.S. Certified Mail, Return Receipt Requested, postage pre-paid, addressed as follows:

If to LAZ Parking:

LAZ Parking New York/New Jersey LLC.
One Financial Plaza, 14TH Floor
Hartford, CT 06103
Attn: Insurance Director

With a copy to:

LAZ Parking LLC.
One Financial Plaza, 14TH Floor
Hartford, CT 06103
Attn: Insurance Compliance and Contract Administrator

And:

Metropolitan Transportation Authority
2 Broadway, 16th Floor
New York, NY10004
Attention: Director, Risk Management

Section Four: Contractor's Qualification Statement

SUBMITTED TO:

SUBMITTED BY:

Firm: _____

Address: _____

City: _____

State: _____

PROJECT: _____

Zip: _____

Phone: _____

HAS FIRM EVER WORKED FOR THIS OWNER ON OTHER PROJECTS?

Yes ☐ No ☐

TYPE OF FIRM:

- | | | | |
|--------------------------------------|--------------------------------------|----------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership | <input type="checkbox"/> Individual | <input type="checkbox"/> Other (provide explanation) |
| <input type="checkbox"/> Closed Shop | <input type="checkbox"/> Open Shop | <input type="checkbox"/> Minority Business Enterprise | |
| | | <input type="checkbox"/> Woman Owned Business Enterprise | |

Type of MBE/WBE certification: _____

If your organization is a corporation, answer the following:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

Vice-president's name(s): _____

Secretary's name: _____

Treasurer's name: _____

If your organization is a partnership, answer the following:

Date of organization: _____

Type of partnership (if applicable): _____

Name(s) of general partner(s): _____

If your organization is individually owned, answer the following:

Date of organization: _____

Name of Owner: _____

Years in business as Contractor under present firm name: _____

Under what other or former names has your organization operated?

Number of Employees: _____ Office: _____ Field: _____

Battery Parking Garage – HVAC Preventive Maintenance RFP

Section Four: Contractor's Qualification Statement

Page 1

TYPE OF WORK:

- ☐ HVAC Maintenance ☐ HVAC Installation
☐ Other

(Please specify)

PROJECT MANAGERS, FIELD SUPERINTENDENTS AND HVAC EXPERIENCE:

Name:	Title	Yrs w/ Firm	Yrs Experience
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(use explanations section for additional space if needed)

OFFICERS, PARTNERS OR OWNERS AND HVAC EXPERIENCE:

Name:	Title	Yrs w/ Firm	Yrs Experience
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FIVE LARGEST PROJECTS COMPLETED IN LAST FIVE YEARS:

Project	Owner's Representative & Phone Number	Contract Amount
		\$
		\$
		\$
		\$
		\$

Average annual billing for last five years:	\$
---------------------------------------------	----

Last year's billing:	\$
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MAJOR PROJECTS UNDER CONTRACT:

Project	% Complete & Completion Date	Arch/Engr	Contract Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Total projects under contract: (including those not listed above) \$ _____

CURRENT PROJECTS ON WHICH FIRM IS A CANDIDATE FOR CONTRACT AWARD:

HAS FIRM EVER FAILED TO COMPLETE A CONTRACT? Yes ☐ No ☐

HAS ANY OFFICER, PARTNER OR OWNER OF FIRM EVER BEEN AN OFFICER, PARTNER OR OWNER OF ANOTHER FIRM WHEN IT FAILED TO COMPLETE A CONTRACT? Yes ☐ No ☐

HAS FIRM HAD ANY SUB-CONTRACTOR FAIL TO COMPLETE A CONTRACT IN LAST FIVE YEARS? Yes ☐ No ☐

ARE THERE ANY JUDGMENTS, CLAIMS, ARBITRATION PROCEEDING OR SUITS PENDING OR OUTSTANDING AGAINST FIRM OR ITS OFFICERS? Yes ☐ No ☐

HAS FIRM BEEN A PARTY TO ANY LAWSUITS IN LAST FIVE YEARS? Yes ☐ No ☐

(if answer to any of above questions is yes, provide explanation)

REFERENCES:

Banks:

Account Numbers:

Agent

Phone Number

Insurance Company:

Bonding Company:

Suppliers:

Other:

FINANCIAL STATEMENT:

C.P.A. Firm: _____

Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items: assets, debts, and unencumbered net worth.

Is the attached financial statement for the identical organization named on page one?

Yes ☐ No ☐

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

THE ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS HEREIN CONTAINED ARE TRUE AND CORRECT

Firm: _____

By: _____

Signature: _____

Title: _____

Date: _____

(corporate seal)

Attest: _____

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

State of _____ County of _____

of _____ and that the answers to the foregoing questions and all statements therein are true and correct.

(Notary Public)

My commission expires: _____

Section Five: Scope of Services for HVAC Preventive Maintenance at the Battery Parking Garage – (5) Split Units & (2) AC Units

All maintenance will be carried out in accordance with the specifications set forth by the manufacturer.

The following is a list of items that need inspection and to be serviced during a routine scheduled maintenance visit every three (3) months. Provide an Inspection and Maintenance report with recommended repairs and upgrades, proposed work schedule, and cost breakdown to the garage manager within 24 hours of inspection. Provide labor, cleaning supplies, and filters for preventative maintenance service that entail the following:

- Provide a yearly schedule of activities to client at the execution of the contract
- Generate an Inspections and Maintenance Checklist for each scheduled visit
- **Annual** pressure cleaning of the condenser coils
- Check, adjust, and replace any worn-out belts on all drives and belts.
- Lubricate the damper links, fan shaft, motors, and bearings.
- Replace the filters quarterly and all filters must be pleated and at minimum, MERV 13.
- All washable filters ought to be cleaned and changed as necessary.
- Calibrating and adjusting digital temperature controls, refrigeration controls, pressure controls, operating controls, and safety controls.
- Equipment Belt, flywheel and Pulley Inspection & adjustment
- Condensate drain piping, pans, pumps, and float switches need to be checked and cleaned.
- Checking the thermostats' functionality & adjustment
- Checking the pressures and levels of the refrigerant
- Examine the wiring, controllers, contactors, and relays; tighten the controls as necessary.

Section Six: Equipment List

EQUIPMENT LIST

LAZ Parking Garage
56-80 Greenwich Street

Unit	Model #	Serial #	Ton
1-United Cool Aire Evaporator	E6G1ATA15	1905128	6
1-United Cool Aire Condenser	B6G1ATA	1905128	6
1-Mitsubishi Evaporator	PLAA24EA7	82A04206B	2
1-Mitsubishi Evaporator	PLAA24EA7	82A04183B	2
1-Mitsubishi Condenser	PUZA24NHA7	83U11337B	2
1-Mitsubishi Condenser	PUZA24NHA7	83U11245B	2
1-United Cool Aire A/C Unit	C3GISSTA10	1905129	3
1-United Cool Aire A/C Unit	C6G1ASTA15	N/A	6
1-Mitsubishi Evaporator	PKFYP24NMKUE2	2ZM00604	2
1-Mitsubishi Evaporator	PKFYP24NMKUE2	2ZM00644	2
1-Mitsubishi Condenser	PUMYP48NMHU	31U01841B	4
1-Mitsubishi Evaporator	PKFYP18NHMUE2	3XA01760A	1.5
1-Mitsubishi Evaporator	PKFYP18NHMUE2	3YA01849A	1.5
1-Mitsubishi Condenser	PUMYP36NMU	32U01247B	3

Section Seven: Payment

Lump Sum payment shall be made after quarterly maintenance is finished, and an invoice is received.

The maintenance invoice should be sent to:

NewYorkAP@LazParking.com

LAZ Parking
Attention: Accounts Payable
1 financial Plaza 14th Floor
Hartford, CT 06103