



REQUEST FOR PROPOSAL

PROPOSAL SUBMISSION DEADLINE: November 25, 2022, 5:00 PM
QUESTION SUBMISSION DEADLINE: November 18, 2022

Questions may be submitted in written form to:

Contact Name: Robert Collazo

Contact Address:

1600 Stewart Avenue, Suite 300,
Westbury, NY 11590

Telephone Number:

516-996-7077

Email Address:

rcollazo@numc.edu

INTRODUCTION

Harmony Healthcare Long Island is a not-for-profit federally qualified health center network consisting of six comprehensive health centers and three school-based Health Centers. HHLI strives to improve the lives of those it serves by bringing needed primary care, prevention, and educational services into local communities across Nassau County.

The HHLI locations are situated in these high-need communities where a significant percentage of its service area population lives at or below 185% of the Federal Poverty Level (FPL).

HHLI currently operates health centers in Elmont, Freeport, Hempstead, Oceanside, Roosevelt, and Westbury/New Cassel. HHLI offers comprehensive services, including adult and pediatric medicine, women's health services (e.g., OB/GYN, mammography, and family planning), laboratory, radiology, dental, health screening for cancer, tuberculosis, sexually transmitted disease, nutrition, behavioral health, and enabling social services, such as WIC and Care Management. Our School-Based Health Center (SBHC) program provides health services within Freeport, Roosevelt, and Westbury high schools. These healthcare locations are available to high school students currently enrolled in that institution.

HHLI provided care to 44,000 discreet patients and saw 147,000 annual visits in 2021. The mission of HHLI is to provide access to equitable, comprehensive, optimal healthcare by improving the overall wellness of all individuals in our communities and delivering high-quality, extensive patient-centered care. Our Vision: Creating healthier communities by transforming the health care system one person at a time.



PROJECT AND LOCATION

- 380 Nassau Road, Roosevelt, NY 11575
- 101 South Bergen Place, Freeport, NY 11520
- 3227 Long Beach Road, Suite 2, Oceanside, NY 11572
- 161 Hempstead Turnpike, Elmont, NY 11003
- 135 Main St, Hempstead, NY 11550
- 682 Union Ave, Westbury, NY 11590

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) is the assigned contacts for the following:

For questions or information regarding this, contact:

Name: Djumaye Dumay

Title: Facilities Project Coordinator

Phone: 516-421-2149

Fax: N/A

Email: ddumay@numc.edu

PROJECT OBJECTIVE

The objective and goal for this project are to get RFPs for **HVAC Maintenance** services for the Harmony Healthcare Long Island for the location listed above:

PROJECT SCOPE AND SPECIFICATIONS

The contractor shall provide maintenance and support for all the HVAC systems at the locations above.

1. GENERAL SCHEDULING

Before any work commences under this Contract, Service Provider must prepare and submit an Annual Schedule of Preventative Maintenance Services for each location, acceptable to the Harmony Healthcare Long Island facility department.

2. Preventive Maintenance

PREVENTATIVE MAINTENANCE SERVICE includes, but is not limited to; inspecting, repairing as needed, and replacing all failed, worn, stationary, or moving components and or parts, including but not limited to: refrigerant, oil, bearings, motor systems, seals, gears, burners, actuators, controls valves, and switches. Included in this category are Critical Components and parts of the City HVAC System which include, but



are not limited to: Cooling Tower, Air Handling, Air Handler and Fan Filters, Pumps, Boilers, Water Treatment Service, Unitary Equipment, Reciprocating/Screw Chillers, Automatic Temperature Controls, and DDC Controls.

- A. **PREVENTATIVE MAINTENANCE SERVICE SPECIFICATIONS** In addition to the Manufacturer's recommendations, below are the minimum maintenance requirements for various types of critical equipment. Not all equipment is listed.

1) COOLING TOWER:

SEASONAL START-UP

1. Clean debris from the platform and surrounding area.
2. Clean the water sump and check the condition.
3. Clean float valve assembly and adjust for proper operation.
4. Check and clean the bleed offline and overflow.
5. Clean tower strainers.
6. Clean tower spray nozzles and eliminators.
7. Flush the cooling tower after cleaning.
8. Check sump heaters and thermostats for calibration and operation.
9. Check and adjust fan belts, and replace them as necessary.
10. Fill the system after the cooling tower has been cleaned.
11. Check for leaks.
12. Lubricate the fan and motor bearings per the Manufacturer's recommendation.
13. Check amperage on motors.
14. Inspect electrical connections, contactors, relays, and operating / safety controls.
15. Check and adjust the condenser water temperature regulator system.
16. Water treatment (free flow or feeder)

OPERATING SEASON

1. Inspect fan, motor, and belts. Replace as necessary.
2. Check oil level in gearbox. Add oil as required.
3. Check intake strainer, bleed, and overflow.
4. Check operating conditions. Adjust as required.

COOLING TOWER REPLACEMENT PARTS AND COMPONENTS

All parts, refrigerant, oil, and other material to complete repairs are furnished under the provisions of this agreement.

2) AIR HANDLING:

ANNUAL WINTER MAINTENANCE

1. Inspect coil (cleaned as required).
2. Inspect drain pan and drain line.
3. Inspect fan wheels.
4. Inspect drive sheaves.
5. Check belt alignment and tension.



6. Lubricate as required.
7. Check bearing and motor mounting.
8. Check motor operating voltage and amperages.
9. Check inlet vanes (where applicable) and for dampers and adjust if necessary.
10. Flush condensates.

PREVENTATIVE MAINTENANCE

1. Check belt tension.
2. Lubricate as required.
3. Check bearing and motor mounting.
4. Check any excessive vibration or noise and correct if required.

3) EVAPORATIVE COOLING PREVENTATIVE MAINTENANCE

1. Check belt tension.
 2. Lubricate as required.
 3. Check bearing and motor mounting.
 4. Check any excessive vibration or noise and correct if required.
 5. Lubricate all components as needed.
 6. Replace all pads bi-annually.
 7. Provide rust-preventative maintenance as required.
 8. Repair, replace, and adjust all float assembly systems as needed
-
3. **Non-Emergency Repair** – repair that does not impact the load and does not require after hours' service.
 4. **Emergency Repair** – repair that has an impact on the load and requires immediate service

SCHEDULED /TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE DATE

RFP Submission: **November 25, 2022**

Internal Discussions: **Week of November 28 2022**

Meetings with Potential Candidates: **TBD**

Final Selection(s): **TBD**



PROJECT PROPOSAL EXPECTATIONS

HHLI shall award the contract to the proposal that best accommodates the various project requirements. HHLI reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by HHLI no later than **TBD** for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.
5. Overall cost effectiveness of the proposal.

HHLI reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN) on W-9 form.



9. Evidence of legal authority to conduct business in New York (business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Service(s), Cost Proposal Summary, and Breakdown

- Summary of schedule.
- A detailed list of all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.

Insurance Requirements

- **Attachment**