

# Request for Proposals

Consulting Services for PTAC Replacement Program

**The Parker Imperial  
7855 Boulevard East  
North Bergen, NJ**

April 6, 2009

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## **1) Summary**

The Parker Imperial Board of Directors is currently soliciting proposals for a three (3) phase refurbishment and replacement program for the buildings packaged terminal air conditioning units (PTAC).

## **2) Background**

The Parker Imperial, a 30 story building built in 1972, is equipped with approximately 1200 PTAC units of varying vintages from 30 years + to more recent McQuay 44” units. Over the years the PTAC units have deteriorated and the PTAC sleeves have been subjected wear and tear and a certain degree of abuse. As a result some apartments suffer from air infiltration through and around the PTAC units and sleeves.

## **3) Project Description**

The Parker Imperial intends to embark on a PTAC unit upgrade and sleeve refurbishment program which will be performed in phases as follows:

Phase 1 - PTAC unit and sleeve inspection and seal replacement program.

Phase 2 - Sleeve repair/ refurbishment/ replacement program.

Phase 3 - PTAC unit replacement program.

The phases will run concurrently to a certain extent with the initial priority on Phase 1 and 2.

### **This RFP is for Consulting Services for Phase 2 and Phase 3.**

From a limited survey of the existing PTAC sleeves it is known that the replaceable bottom seal in most units is worn out and due for replacement. It is also known that some of the permanent seals are damaged, some sleeves are corroded and some sleeves may have suffered mechanical damage and no longer conform to specifications.

Additionally in work to be performed in Phase 1, is to record the make, model and general condition of the PTAC units for potential use in prioritizing the PTAC replacement program.

The Parker Imperial also has two types of new PTAC units on trial. One type is from McQuay and the other is from Comitale National Inc. A third type from Islandaire is anticipated.

#### **4) Work included in this RFP**

Provide Consulting Services for Phase 2 & 3 of the PTAC program including:

- a) Assist in review of the Phase 1 survey and participate preparing an RFP for the sleeve refurbishment program assuming this work will be required.
- b) Assist in the evaluation of trial PTAC units.
- c) Assist in the preparation of the RFP and specifications for PTAC replacement units.
- d) Evaluate proposals for PTAC replacement units and make a recommendation on choice of make and model.
- e) Monitor work related to sleeve refurbishment program.
- f) Monitor installation of new PTAC Units.
- g) Make recommendations on other steps that the Parker Imperial could take to improve the heating and cooling efficiency of apartments.
- h) Provide weekly reports including a daily summary of work performed.
- i) Prepare and monitor punch list items.
- j) Provide a final sign off that all work has been completed per specifications.

#### **5) Work excluded from this RFP**

- a) All work included in Phase 1 RFP (copy attached)
- b) All labor related to the removal of old PTAC units and installation of new PTAC units.

#### **6) Timeline**

It is anticipated that the Phase 1 survey will be conducted over a ten week period beginning in the first week in May and completed by mid July of 2009.

A repair and refurbishment program, Phase 2 will commence as soon as possible based on the survey findings with the intent to complete the sleeve repairs prior to the next heating season.

The PTAC replacement program will begin in the last quarter of 2009 and will be a multiyear program.

#### **7) Scope and Guidelines**

This work will be performed on an hourly rate basis, however, lump sum or not to exceed proposals will be welcomed.

Personnel assigned to the job will have to enter the premises of apartments in the Parker Imperial (approximately 300 apartments). Not all unit owners are at home during the normal working hours and some unit owners will only allow access after hours or on Saturdays when they are at home. Your proposal should include the additional hourly costs for after hours work or work performed on Saturdays.

## **8) Qualifications and References**

Only personnel of the highest integrity should be assigned to this work and background checks will be required due to the nature of the work.

Provide references for similar work performed and contact names for referenced work.

## **9) Insurance requirements**

See Parker Imperial's standard requirements for insurance (attached)

## **10) License & Permits**

Consultant will be responsible any permits for his work only and will provide evidence of any required licenses.

## **11) Proposal Requirements**

The proposal must contain a (1) Technical section and (2) a Unit Price section.

Technical Section should include experience of your company on similar work and experience of personnel to be assigned to the project should you be the successful bidder.

Unit price section to include:

Unit Price #1: Provide hourly rates for persons to be assigned to the project.

Unit Price #2: Based on your experience on similar projects the expected number of hours required to complete the work in this RFP.

Unit Price #3: Lump sum or not to exceed price to provide the services requested in this RFP.

**12) Proposal Submission Date**

Friday May 1<sup>st</sup>, 2009

**13) Project Award Date**

May 15, 2009

The basis for Award of the Contract will be Qualifications, Expertise and Bid Price of the Service Provider.

Submit Proposal to:

Michael Grace  
Executive Management  
The Parker Imperial  
7855 Boulevard East  
North Bergen, NJ, 07047  
201-868-5477  
[mgrace@akam.com](mailto:mgrace@akam.com)

For Additional Information or Clarification, Contact

Michael Grace  
Executive Management  
The Parker Imperial  
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