WESTCHESTER COMMUNITY COLLEGE RFP # N/A

REQUEST FOR PRICE QUOTATION DATE: 8/29/24

WESTCHESTER COMMUNITY COLLEGE DESIRES TO OBTAIN THE FOLLOWING SERVICES AS INDICATED IN THE “SCOPE OF WORK” SECTION BELOW. YOUR FIRM IS ENCOURAGED TO RESPOND BY COMPLETING THE SECTION BELOW OR ATTACHING A PROPOSAL CONTAINING THE INFORMATION REQUESTED ON THIS FORM.

**QUOTE DUE DATE:** 9/12/24

**SCOPE OF WORK REQUIRED:**

Daikin VRF AC#2 Condenser- Remove and Replace 1 compressor and 1 inverter board

-Recover refrigerant from AC#2

-Remove one compressor and compressor control board

-Furnish and install 1 new compressor and 1 new inverter board

-Make all wiring and piping connections

-Pressure test, check for leaks, and evacuate system

-Provide new refrigerant and charge system as necessary

-Test operation

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**TERM OR DATE(S) SERVICES REQUIRED:**

**Year 1:** October 1,2024 Thru March 31,2024

PAYMENT WILL BE ISSUED MONTHLY AFTER SATISFACTORY COMPLETION OF WORK. ALL WORK SHALL BE SUBJECT TO THE TERMS AND CONDITIONS CONTAINED IN REQUEST FOR QUOTATION, WHICH WILL ALSO BE AN ATTACHMENT TO THE CONTRACT ISSUED TO THE SUCCESSFUL VENDOR.

PLEASE REFER QUESTIONS TO REQUESTING DEPARTMENT AT THE COLLEGE 914-606-6980.

NAME: Doug Minisci

PHONE: (914) 606-6980

RETURN QUOTE TO: WESTCHESTER COMMUNITY COLLEGE

ATTN: Doug Minisci

FAX #: 75 GRASSLANDS RD.

(914**) 606-6982** VALHALLA, NEW YORK 10595

THE COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES ENCOURAGED TO RESPOND. THE SELECTED VENDOR WILL BE NOTIFIED AND WILL BE REQUIRED TO ENTER INTO CONTRACT WITH THE COLLEGE.

**FOLLOWING SECTION TO BE COMPLETED BY CONTRACTOR:** (OR VENDOR PROPOSAL CAN BE ATTACHED IF IT CONTAINS ALL REQUIRED INFORMATION)

CONTRACTOR NAME AND ADDRESS:

CONTRACTOR EIN #:

PREPARER’S NAME:

SIGNATURE:

TITLE:

PHONE:

**COST / FEE QUOTE FOR ABOVE SERVICES:**

HAS YOUR FIRM PREVIOUSLY PROVIDED SERVICES TO THE COLLEGE OR TO THE COUNTY OF WESTCHESTER? WHEN?

TO WHICH DEPARTMENT? NAME OF WCC CONTACT:

PLEASE ATTACH REFERENCES IF YOU HAVE NOT PREVIOUSLY PROVIDED SERVICES TO THE COLLEGE.

REQUEST FOR PRICE QUOTATION ATTACHMENT

Westchester Community College Terms and Conditions

1. Each proposal must be in a separate sealed envelope AND ADDRESSED TO Doug Minisci, Westchester Community College, 75 Grasslands Road, Valhalla, New York 10595 and shall have indorsed on the envelope the name and address of the vendor, the date and time of the RFP opening and the RFP No.
2. In order to be considered, each proposal must be properly signed and received by WCC by the time and date specified.
3. All services to be provided hereunder shall comply in all respects with all applicable federal, state and county laws, rules, and regulations, as amended from time to time.
4. The college reserves the right to reject any or all proposals or any portion thereof.
5. If the vendor is:
	1. a corporation, the proposal shall be signed in its correct corporate name by a duly authorized officer;
	2. a partnership, the proposal shall be signed by a duly authorized partner in the full name of the partnership;
	3. an unincorporated business other than a partnership and the vendor uses a trade name, the proposal shall be signed in the full trade name by the person conducting the business and a copy of the General Business Law filing authorizing the vendor to do business under such trade name shall be attached.
6. By submission of this proposal, the vendor and each person acting on its behalf certifies, under penalty of perjury, that:
	1. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
	2. Unless otherwise required by law, the prices which are quoted in this proposal have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to opening, directly or indirectly, to any other vendor, or to any competitor; and
	3. No attempt has been made or will be made by the vendor to induce any other person, partnership or corporation to submit or to refrain from submitting a proposal for the purpose of restricting competition.
7. The vendor certifies that this proposal is made without connection to any other person making a

proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or any other officer or employee or person whose salary is payable in whole or in part from the County of Westchester treasury and/or Westchester Community College, is directly or indirectly interested therein, or in the services to which it relates, or in any portion of the profits thereof. This provision shall not apply in instances of direct or indirect holdings of less than 1% of the stock of a corporation.

1. The college encourages and supports meaningful participation by business enterprises owned and controlled by people of color and/or women in College contracts and purchases. The successful vendor will be required to complete the standard College MBE / WBE questionnaire.
2. All contractors shall provide prevailing wages to employees as required as per the most current job specification as described in NYSDOL Article 8 Prevailing Wage requirements. It is the responsibility of the contractor to ensure that they are in compliance with the most current version of NYSDOL Article 8, which can be found at <https://wpp.labor.state.ny.us/wpp/publicViewPWChanges.do?method=showIt>.
3. All contractors shall provide their employees with standard insurance provisions as described in the attached document, “Standard Insurance Provisions”.

**Westchester Community College**

**Short Form Request for Proposal**

**Project Title: Hartford Hall- Daikin VRF – AC#2 Condenser**

**Contract Number:**

**Estimated Project Term Dates**: October 1,2024 Thru March 31,2024

**Background**

Westchester Community College is affiliated with the State University of New York (SUNY). Founded in 1946, it has been at its present location for forty-one years. In 1957, the County acquired the 368-acre John Hartford estate in Valhalla, the Town of Greenburgh, and designated 218 acres for the College. The campus has developed from the original estate buildings to a complex of 23 buildings totaling over 747,000 gross square feet and over 3,000 parking spaces.

**Scope of Work**

Daikin VRF AC#2 Condenser- Remove and Replace 1 compressor and 1 inverter board

-Recover refrigerant from AC#2

-Remove 1 compressor and compressor inverter board

-Furnish and install 1 new compressor and 1 new inverter board

-Make all wiring and piping connections

-Pressure test, check for leaks, and evacuate system

-Provide new refrigerant and charge system as necessary

-Test operation

**Additional Information**

N/A

**Photos**

N/A

**Contact Information**

Physical Plant Main Office

P: 914-606-6980

Deputy Superintendent, Doug Minisci

Contact Doug Minisci, Deputy Superintendent, with any questions you may have, or to schedule a site visit.

**Proposal**

Provide your total proposal cost of the project:

|  |  |
| --- | --- |
| LINE ITEMS | COST |
| Labor  |  |
| Material |  |
| TOTAL: |  |

Included:

Sample Contract with Insurance Requirements

Etc.