

FINKELSTEIN MEMORIAL LIBRARY

REQUEST FOR PROPOSALS

Continuing Maintenance Services for Custom HVAC System

RFP No.: 10071

Issue Date: 8/07/2026

Proposal Due Date: 9/08/2026 by 4:00 p.m.

Contract Term: ONE YEAR with options for renewal

Owner: Finkelstein Memorial Library

Location: 24 Munson Street, Spring Valley, New York 10977

1. PURPOSE OF REQUEST FOR PROPOSALS

Finkelstein Memorial Library (“Library”) is soliciting proposals from qualified and experienced HVAC contractors to provide **continuing preventive maintenance, inspection, repair, emergency service, and related technical support** for the Library's custom HVAC system and associated equipment.

The purpose of this RFP is to secure the services of a qualified HVAC contractor capable of maintaining the system in a safe, reliable, efficient, and operational condition while minimizing system downtime and extending the useful life of the Library's HVAC equipment.

Because the Library's HVAC installation includes a custom system and associated controls and equipment, the successful proposer must demonstrate experience working with **complex and/or custom commercial HVAC systems**, including electronic controls and building automation systems where applicable.

The Library is seeking a contractor interested in developing an ongoing working relationship with the Library and its representatives rather than providing service solely on an emergency or as-needed basis.

2. BACKGROUND

Finkelstein Memorial Library is a public library serving the residents of the greater Spring Valley community. The Library operates a substantial public facility with spaces that may include reading areas, offices, meeting and program rooms, technology spaces, collections, and other areas requiring consistent temperature and humidity control.

The Library's HVAC system is a custom installation designed to serve the specific operational and physical requirements of the facility. Proper maintenance of the system is essential to:

- Maintain comfortable and safe conditions for patrons and staff;
- Protect the Library's collections, equipment, and furnishings;
- Maintain appropriate temperature and humidity levels;
- Maximize equipment reliability and useful life;
- Reduce emergency repairs and unexpected downtime;
- Maintain energy efficiency;
- Identify potential failures before they become major problems; and
- Ensure that HVAC controls and related systems continue to operate as intended.

The successful contractor will be expected to become familiar with the Library's existing HVAC installation and maintain accurate records of the equipment, maintenance history, repairs, and recommended improvements.

3. SCOPE OF SERVICES

The selected contractor shall provide all labor, supervision, tools, diagnostic equipment, transportation, and other resources necessary to perform the services described in this RFP.

The scope shall include, but not necessarily be limited to, the following.

A. Preventive Maintenance

The contractor shall establish and implement a comprehensive preventive-maintenance program appropriate to the Library's HVAC equipment.

Preventive maintenance shall include, as applicable:

1. Inspection, cleaning, adjustment, lubrication, and testing of HVAC equipment;
2. Inspection and replacement of filters;
3. Inspection of belts, bearings, motors, pulleys, dampers, actuators, valves, and related components;
4. Inspection of coils, heat exchangers, condensate systems, drains, and pans;
5. Inspection and testing of heating and cooling equipment;
6. Inspection of pumps, fans, air-handling equipment, exhaust equipment, and associated components;
7. Inspection of electrical connections and controls;
8. Testing of safety controls and operating sequences;
9. Inspection of refrigerant systems and identification of leaks or other deficiencies;
10. Inspection of ductwork and air-distribution components where appropriate;
11. Inspection of outside-air and ventilation systems;

12. Inspection and cleaning of components as necessary to maintain proper airflow;
13. Verification of operating temperatures and pressures;
14. Verification of system performance;
15. Identification of abnormal noise, vibration, temperature, pressure, or other operating conditions; and
16. Recommendations for corrective action where deficiencies are identified.

The contractor shall provide a written preventive-maintenance schedule identifying the tasks to be performed and the recommended frequency for each task.

B. HVAC Controls and Building Automation

Where applicable, the contractor shall inspect, test, troubleshoot, and maintain the HVAC control system and building automation system associated with the Library's HVAC equipment.

Services shall include, as applicable:

- Verification of temperature sensors;
- Verification of humidity sensors;
- Inspection and testing of thermostats;
- Inspection and testing of actuators;
- Inspection of control valves and dampers;
- Verification of programmed schedules;
- Review of alarm conditions;
- Testing of equipment start/stop sequences;
- Identification of communication failures;
- Identification of control-system abnormalities;
- Calibration of sensors where necessary; and
- Recommendations for control-system improvements.

The contractor shall notify the Library of any control-system deficiencies that may result in unnecessary energy consumption, equipment damage, inadequate environmental conditions, or premature equipment failure.

C. Emergency and Corrective Service

The contractor shall provide emergency and corrective HVAC service throughout the contract term.

The proposer shall identify its standard response times for:

- Emergency service during normal business hours;
- Emergency service outside normal business hours;
- No-heat conditions;
- No-cooling conditions;
- Major equipment failure;
- Water leaks or condensate problems;
- Control-system failures; and
- Other conditions that may materially affect Library operations.

The contractor shall maintain sufficient staffing and resources to respond to emergency calls in accordance with the response times proposed.

For purposes of this RFP, the Library considers an emergency to include any HVAC condition that:

- Creates an unsafe condition;
- Threatens significant damage to the building, collections, equipment, or other property;
- Causes a substantial portion of the building to become unusable;
- Creates a significant environmental-control problem; or
- Requires immediate attention to prevent further damage.

4. REPAIRS AND REPLACEMENT PARTS

Routine preventive maintenance shall be performed as part of the proposed maintenance agreement.

Repairs and replacement of parts not included in the base maintenance agreement shall be performed only with the authorization of the Library, except where immediate action is reasonably necessary to prevent substantial property damage or an unsafe condition.

The contractor shall provide a written estimate before performing non-emergency work whenever practicable.

Estimates shall identify:

- Description of the problem;
- Recommended corrective action;
- Parts and materials required;
- Labor hours;
- Labor rate;
- Applicable equipment or service charges;
- Estimated completion time; and
- Total estimated cost.

The contractor shall not mark up parts or materials unless the proposed markup is specifically identified in the proposal.

5. SERVICE RESPONSE REQUIREMENTS

The proposer shall clearly identify its proposed response times.

At a minimum, proposals shall specify:

Service Type	Proposed Response Time
Emergency – normal business hours	_____
Emergency – evenings/weekends/holidays	_____
Routine service request	_____
Preventive maintenance	Scheduled
Critical equipment failure	_____

The Library reserves the right to establish more specific response requirements during contract negotiations.

6. PREVENTIVE MAINTENANCE REPORTING

Following each scheduled preventive-maintenance visit, the contractor shall provide the Library with a written service report.

Reports shall include, at minimum:

- Date and time of service;
- Technician's name;
- Equipment serviced;
- Tasks performed;
- Equipment operating condition;
- Readings and measurements taken where appropriate;
- Deficiencies identified;
- Parts replaced;
- Repairs recommended;
- Priority of recommended repairs;
- Photographs where useful; and

- Technician's overall assessment of system condition.

Any condition presenting an immediate risk to personnel, property, equipment, collections, or continued operation shall be reported to the Library promptly.

7. EQUIPMENT INVENTORY

At the beginning of the contract, the successful contractor shall review the Library's HVAC equipment and establish or update an equipment inventory.

The inventory should identify, where applicable:

- Equipment type;
- Manufacturer;
- Model number;
- Serial number;
- Location;
- Installation date, if known;
- Major components;
- Refrigerant type;
- Filter size/type;
- Control system information;
- Recommended maintenance frequency; and
- Known deficiencies or special maintenance requirements.

The completed inventory shall become the property of the Library.

8. RECORD KEEPING

The contractor shall maintain complete records of all services performed under the contract.

The Library shall have access to maintenance records upon request.

Records shall be sufficiently detailed to allow the Library to track:

- Maintenance history;
- Repairs;
- Recurring equipment problems;
- Replacement parts;
- Equipment failures;

- Operating conditions;
 - Recommended capital replacements; and
 - Overall equipment performance.
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9. CAPITAL REPLACEMENT AND LONG-TERM RECOMMENDATIONS

The successful contractor shall advise the Library when equipment or major components appear to be approaching the end of their useful service life.

When appropriate, the contractor shall provide recommendations for:

- Equipment replacement;
- Energy-efficiency improvements;
- Controls upgrades;
- System modifications;
- Preventive measures;
- Major repairs; and
- Other improvements that may reduce long-term operating costs.

Recommendations shall distinguish between:

1. **Immediate corrective work;**
2. **Work recommended within the next 12 months;**
3. **Work that may reasonably be planned within one to three years; and**
4. **Long-term capital replacement needs.**

The contractor shall not use routine maintenance visits primarily as a means of soliciting unnecessary replacement work.

10. QUALIFICATIONS OF PROPOSER

Proposers must demonstrate that they are qualified to perform the services described in this RFP.

At a minimum, proposals shall include:

1. Company name and address;
2. Primary contact information;
3. Years in business;

4. Description of experience with commercial HVAC systems;
5. Description of experience with custom HVAC installations;
6. Experience with HVAC controls/building automation systems;
7. Number and qualifications of technicians available to service the Library;
8. Description of emergency service capabilities;
9. Applicable licenses and certifications;
10. Proof of insurance;
11. At least three references for comparable commercial or institutional clients; and
12. Description of any subcontractors proposed for use.

Preference may be given to firms with demonstrated experience servicing libraries, educational institutions, municipal buildings, cultural institutions, or other facilities with specialized environmental-control requirements.

11. TECHNICIAN QUALIFICATIONS

Technicians assigned to the Library shall possess appropriate training, experience, and certifications for the equipment they are servicing.

The contractor shall identify any manufacturer-specific certifications or specialized training held by its technicians that are relevant to the Library's HVAC system.

The Library reserves the right to request replacement of any technician whose performance, conduct, or qualifications are determined to be unsatisfactory.

12. INSURANCE

The successful proposer shall maintain insurance coverage appropriate to the services provided and shall provide certificates of insurance naming Finkelstein Memorial Library as required by the Library's standard contract requirements.

Minimum insurance requirements shall be established by the Library and/or its counsel prior to execution of the contract.

13. PRICING PROPOSAL

Proposers shall provide clear and itemized pricing.

Pricing shall include:

A. Annual Preventive Maintenance

Annual fixed maintenance fee: \$_____

B. Labor

Service	Proposed Rate
Regular technician – standard hours	\$_____ / hour
Senior/specialist technician	\$_____ / hour
Overtime	\$_____ / hour
Weekend/holiday	\$_____ / hour
Emergency service	\$_____ / hour

C. Materials and Parts

Proposers shall state their proposed markup, if any, on:

- Parts: _____ %
- Materials: _____ %
- Refrigerant: _____ %
- Other: _____ %

D. Additional Charges

Identify all proposed charges, including:

- Service/trip charges;
- Emergency dispatch charges;
- After-hours charges;
- Equipment charges; and
- Other fees.

No additional charges shall be permitted unless specifically identified in the proposal or subsequently approved in writing by the Library.

14. OPTIONAL SERVICES

Proposers may separately identify pricing for services that are not included in the base maintenance agreement, including:

- Coil cleaning;
- Duct cleaning;
- Indoor-air-quality testing;
- Refrigerant leak detection;
- System balancing;
- Controls programming;
- Energy-efficiency assessments;
- Seasonal system startup/shutdown;
- Thermographic inspections; and
- Other specialized services.

Optional services shall not be considered part of the base contract unless specifically authorized by the Library.

15. CONTRACT TERM

The anticipated initial contract term shall be **one (1) year**, beginning on or about [DATE] and ending [DATE].

The Library may, at its sole discretion and subject to satisfactory performance and availability of funding, renew the agreement for additional one-year periods under mutually agreed-upon terms.

Any proposed annual price increases must be clearly identified in the proposal.

16. EVALUATION OF PROPOSALS

Proposals will be evaluated based upon the criteria deemed appropriate by the Library.

Evaluation may include:

Evaluation Criterion	Weight
Relevant experience and qualifications	25%
Understanding of Library HVAC requirements	20%
Preventive-maintenance program	20%
Emergency response and service capabilities	15%
Pricing and overall value	15%
References	5%

The Library reserves the right to interview proposers, request clarification of proposals, and negotiate with one or more proposers prior to making a final selection.

The lowest-priced proposal will not necessarily be selected.

The Library intends to select the proposer whose proposal represents the **best overall value and demonstrates the greatest ability to provide reliable, high-quality continuing maintenance services.**

17. LIBRARY RIGHTS

The Library reserves the right to:

- Reject any or all proposals;
- Waive informalities or minor irregularities;
- Request additional information;
- Request clarification of submitted proposals;
- Interview proposers;
- Negotiate contract terms;
- Select a proposal that is not the lowest cost proposal;
- Cancel or modify this RFP;
- Award portions of the work if deemed appropriate; and
- Award the contract in the best interests of the Library.

Issuance of this RFP does not obligate the Library to award a contract.

18. ACCESS TO THE FACILITY

Proposers may request an opportunity to inspect the Library's HVAC equipment and facility prior to submitting a proposal.

A mandatory or optional site visit shall be held:

Date: _____

Time: _____

Location: Finkelstein Memorial Library

Contact: _____

Proposers are strongly encouraged to inspect the existing system before submitting a proposal.

Questions regarding the HVAC system shall be submitted in writing to:

Contact: _____

Title: _____

Email: _____

Telephone: _____

19. PROPOSAL SUBMISSION

Proposals shall be submitted no later than:

Date: _____

Time: _____

Proposals shall be submitted to:

Finkelstein Memorial Library

Attn: _____

24 Munson Street

Spring Valley, New York 10977

Electronic submissions may be submitted to:

Email: _____

The Library may require submission of a hard copy in addition to an electronic copy.

Late proposals may be rejected.

20. REQUIRED PROPOSAL CONTENT

To facilitate evaluation, proposals should be organized in the following order:

1. Cover Letter;
2. Company Information;
3. Qualifications and Relevant Experience;
4. Understanding of the Library's HVAC System and Requirements;
5. Proposed Preventive-Maintenance Program;
6. Emergency Response Plan;
7. Staffing and Technician Qualifications;

8. Controls/Building Automation Experience;
 9. Equipment Inventory and Record-Keeping Approach;
 10. References;
 11. Insurance Information;
 12. Pricing Proposal;
 13. Exceptions to RFP Requirements;
 14. Proposed Contract Terms, if applicable; and
 15. Any additional information the proposer believes is relevant.
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21. REFERENCES

Provide at least three references for comparable commercial, institutional, governmental, educational, cultural, or library facilities.

Reference 1

Organization: _____
Contact: _____
Telephone: _____
Email: _____
Services Provided: _____
Length of Relationship: _____

Reference 2

Organization: _____
Contact: _____
Telephone: _____
Email: _____
Services Provided: _____
Length of Relationship: _____

Reference 3

Organization: _____
Contact: _____
Telephone: _____
Email: _____
Services Provided: _____
Length of Relationship: _____

22. COMPLIANCE WITH LAWS AND REGULATIONS

The successful contractor shall comply with all applicable federal, New York State, Rockland County, and local laws, regulations, codes, licensing requirements, and safety requirements applicable to the services provided.

The contractor shall obtain and maintain all licenses, permits, certifications, and registrations required for performance of the work.

The contractor shall be responsible for the safety of its employees and shall comply with applicable occupational health and safety requirements.

23. PROTECTION OF LIBRARY PROPERTY

The contractor shall take reasonable precautions to protect Library buildings, collections, equipment, furnishings, and other property during the performance of services.

Technicians shall maintain a clean and orderly work area and shall remove debris, discarded parts, and other materials resulting from their work.

Any damage to Library property resulting from the contractor's negligence or failure to exercise reasonable care shall be repaired or otherwise addressed at the contractor's expense.

24. CONFIDENTIALITY AND SECURITY

Because services will be performed in an occupied public library, the contractor and its employees shall comply with reasonable Library security procedures.

Technicians shall:

- Sign in and out as required;
- Wear appropriate identification;
- Follow Library access procedures;
- Avoid unnecessary disruption to patrons and staff;
- Secure work areas when necessary; and

- Follow all reasonable instructions concerning access to restricted areas.
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25. PERFORMANCE REVIEW

The Library may periodically review the contractor's performance.

Performance may be evaluated based upon:

- Quality of preventive maintenance;
- Responsiveness;
- Emergency response;
- Reliability of repairs;
- Accuracy and completeness of reports;
- Communication with Library staff;
- Cost control;
- Compliance with contract requirements; and
- Overall system performance.

Failure to satisfactorily perform the services may result in corrective action or termination of the agreement in accordance with the contract.

26. PROPOSAL CERTIFICATION

The undersigned certifies that:

1. The information contained in this proposal is accurate and complete;
2. The proposer has reviewed the requirements of this RFP;
3. The proposer has the resources and qualifications necessary to perform the required services;
4. The proposer has identified all exceptions to the RFP requirements;
5. The proposer agrees that its proposal shall remain valid for at least _____ days following the proposal due date; and
6. The undersigned is authorized to submit this proposal on behalf of the proposer.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____

27. NON-COLLUSION CERTIFICATION

The proposer certifies that this proposal has been prepared independently and without collusion, consultation, communication, or agreement with any other proposer for the purpose of restricting competition.

Company Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

28. RESERVATION OF RIGHTS

Finkelstein Memorial Library reserves the right to make such investigations as it deems necessary to determine the ability of any proposer to perform the work described in this RFP.

The Library reserves the right to reject any proposal if the proposer fails to demonstrate sufficient experience, qualifications, financial responsibility, staffing, equipment, or other resources necessary to satisfactorily perform the services.

The Library further reserves the right to award the contract based upon its determination of the best interests of the Library, considering qualifications, service capabilities, responsiveness, experience, pricing, and overall value.

APPENDIX A

HVAC EQUIPMENT AND SYSTEM INFORMATION

The Library will provide the successful contractor with available documentation concerning the existing HVAC system, including equipment schedules, drawings, controls information, maintenance records, and other relevant documentation in the Library's possession.

Available System Documentation:

- ☐ HVAC drawings
- ☐ Equipment schedules
- ☐ Controls documentation
- ☐ Manufacturer manuals
- ☐ Existing maintenance records
- ☐ Equipment warranties
- ☐ Other: _____

Known Major Equipment

Equipment	Manufacturer	Model	Location	Notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPENDIX B

PRICING SUMMARY

Annual Preventive Maintenance Contract: \$_____

Regular Labor Rate: \$_____ / hour

Overtime Labor Rate: \$_____ / hour

Emergency Labor Rate: \$_____ / hour

After-Hours/Weekend Rate: \$_____ / hour

Service/Trip Charge: \$_____

Parts Markup: _____ %

Refrigerant Markup: _____ %

Annual Renewal Increase, if any: _____ %

Other Charges:

Total Proposed First-Year Cost: \$_____

END OF REQUEST FOR PROPOSALS