



Housing Authority of New Haven

OP-25-IFB-2020
Invitation for Bids

HVAC Services Low Income Public Housing (LIPH)
Units

Issue Date: June 25, 2025

Shenae Draughn
President



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Part I. Cover Page

A. Overview

The Housing Authority of the City of New Haven d/b/a Elm City Communities (HANH/ECC) is seeking the services of an experienced contractor to provide routine, emergency and preventive HVAC Services for our Low- Income Public Housing Development Agency Wide.

B. Important Due Dates/ Locations/ Time

Schedule	
Event	Date
IFB Issued	June 25, 2025, at 3:00 PM
Pre-Bid Conference	July 9, 2025, at 1:30 PM
Questions Due	July 11, 2025 at 12:00 PM
IFB Submittal Deadline	July 21, 2025, at 3:00 PM
Public Bid Opening	July 21, 2025, at 3:15 PM

A Pre-Bid Conference is scheduled for July 9, 2025, at 1:30 p.m. EST ONLY via conference call. Link is attached as a separate document. Attendance is not mandatory but is recommended.

All questions concerning this IFB must be submitted in writing no later than July 11, 2025 at 12:00 p.m. EST and submitted via the Housing Authority of the City of New Haven's Vendor/Contractor Collaboration Portal, <https://newhavenhousing.cobblestonesystems.com/gateway>.

Answers to questions will be responded to after the close of the questions period and answered via an Addendum posted on the Housing Authority of the City of New Haven's Vendor/Contractor Collaboration Portal. Prior to submission of bid, please check the Vendor/ Client Collaboration Portal for any addendums posted. All Addenda's must be acknowledged with a signature and timely submitted as part of this solicitation. Bids will be rejected if the addendum is not timely submitted as stated.

A bid opening is scheduled for July 21, 2025, at 3:15 p.m. EST via video conference call. Attendance is not mandatory. Conference call link is attached in a separate document.



C. Preparation of Submission:

The bids must substantially conform to the IFB checklist.

Sealed Bids must be uploaded via the Housing Authority of the City of New Haven's Collaboration Portal website:

<https://newhavenhousing.cobblestonesystems.com/gateway>.

YOU MUST BE A REGISTER VENDOR TO SUBMIT A BID

Caution: Late Proposal submission will be handled in accordance with the provisions contained in HUD Form HUD 5369-B Titled "LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF OFFERS".

By submission of a bid, the bidder agrees, if its bid is accepted, to enter into a contract with HANH/ECC in the form included in the contract documents to complete all work specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached IFB.

The bid shall remain valid for the period specified in the IFB, must be independently arrived at, and shall be prepared in accordance with the Instructions to Bidders (HUD Form HUD-5369). Additionally, all required certifications and other applicable documents, as shown on the "Index of Submittal Documents Required for Sealed Bids," must be completed and submitted as part of the bid.

The bid prices shall be included as provided for in the attached IFB. Unless otherwise specified in the IFB, all prices shall be on a firm-fixed-price basis and are not subject to adjustment based on costs incurred.

Unless indicated otherwise, Bidders must submit a lump sum firm-fixed-price bid consistent with a cost/price analysis prepared by HANH/ECC. Price bids that are inconsistent with the HANH/ECC's cost/price analysis may be deemed non-responsive.

Bidders must provide HANH/ECC with the appropriate discount percentage that would apply, if applicable, to prompt payments and the number of days HANH/ECC must make those prompt payments to be able to take advantage of the discount.



HANH/ECC reserves the right to negotiate bid prices with the lowest bidder.

HANH/ECC reserves the right to reject any and all submitted bids or to waive any informality in the solicitation process.

No bid shall be withdrawn for a period of **One Hundred and Twenty (120) calendar days** subsequent to the opening of the submittals without the consent of HANH/ECC.

Bidders should be advised that, prior to the award of any contract, HANH/ECC reserves the right to conduct a pre-award survey for the purpose of determining the bidder's responsibility and capacity to perform the contract. This survey may include review of subcontracting agreements, financial capacity, and quality of work performed on other contracts.

The following information is vital to the submission process and should be read through carefully.

RELEVANT AND PAST EXPERIENCE

Bidder(s) must complete the Contractor's Bid Qualification Form, Reference and Past Performance Form, HUD Form HUD-2530 (Previous Participation Certification), and HUD Form HUD 50071 (Certification of Payments to Influence Federal Transactions) if applicable. NOTE: The Contractor's Bid Qualification Form must be notarized.

REQUIRED CERTIFICATIONS

All Certification documents shown on the "Index of Submittal Documents Required for Sealed Bids" must be prepared and submitted with Bidder's proposal for the bid to be considered responsive to HANH/ECC's Invitation for Bid (Sealed Bid)/Solicitation requirements. **The minimum amount of time that Bidder's proposal must remain valid is ONE HUNDRED AND TWENTY (120) calendar days from the bid submittal date.**

MANDATORY CLAUSES

HUD FORM HUD-5370-C (General Conditions of the Contract for Non-Construction) and HANH/ECC's Supplemental Conditions to HUD Form HUD-5370-C and HANH/ECC's Special Conditions to the HUD General Conditions include all clauses mandated by 24 CFR 85.36.

Part II. Bid Protest

Disagreements over the award of a HANH/ECC contract, referred to as protests, may occasionally arise between the PHA and an offeror. Usually, the protestor asserts that he/she should have received the contract award and alleges that HANH/ECC did not conduct the competition appropriately. (Note: While protests are commonly referred to as bid protests, any type of contract award, including small purchase, competitive proposal, or sealed bid, may be protested by an unsuccessful offeror.) HANH/ECC, in accordance with sound business judgment, is responsible for the settlement of protests arising from the procurement process.

1. Designation of Protest Officials. The Contracting Officer shall be responsible for the receipt of any form bid protest in writing and with conducting the initial bid protest hearing. Bid protest must be submitted within ten (10) days of the award of contract by the Authority.

The Contracting Officer shall render an impartial decision regarding any bid protest.

2. Appeal of Initial Bid Protest Decision. If the Contracting Officer denies the bid offeror's bid protest, the protestor must request an appeal of said finding in writing no later than ten (10) days of the date of receipt of the decision of the Contracting Officer. The appeal hearing will be conducted by no less than two (2) members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee.) The request for an appeal hearing shall be directed to the Contracting Officer.

3. Requirements for Written Protests. Protestors shall submit a bid protest in writing to the Contracting Officer within ten (10) days of the award of the subject contract by the Authority to the following address. **Protest against terms of the solicitation must be made prior to the due date of solicitation.**

Contracting Officer
360 Orange Street
3rd Floor
New Haven, CT 06511



The bid protest must clearly state the basis for the protest. Protests should include, at a minimum, the following information:

- a. Name, address, and phone number(s) of the protestor;
- b. Solicitation number and project title;
- c. A detailed statement of the basis for the protest;
- d. Supporting evidence or documents to substantiate any arguments;
and
- e. The form of relief requested (e.g., reconsideration of their offer).

4. Submission Time Period. Generally, the offeror shall submit bid protest no later than ten (10) days of date the award of subject contract is made by the Board of Commissioners. **Protests against the terms of a solicitation should be considered late if submitted after the due date for offers.**

5. Time Period for Formal Protest Hearing. The Contracting Officer, or his/her designee, shall conduct a protest hearing, if the written request warrants within ten (10) calendar days of receipt of the writing request by the protestor. The Contracting Officer may deem, based upon the evidence presented by the protestor, that a hearing is not warranted, and that an unbiased and impartial initial decision can be rendered without the need of a face to face hearing.

6. Remedial Action. If a protest is decided in favor of the protestor, HANH/ECC may consider, inter alia, the following remedies:

If the contract has not been awarded, the HANH/ECC may cancel or revise the solicitation or proposed contract award, or

If the contract has been awarded, the contract may be terminated for convenience and awarded to the protestor, or the procurement may be canceled and offers re-solicited.

7. Emergencies or Unusual and Compelling Circumstances. HANH/ECC may allow a contract to remain in place despite a successful protest in cases of emergency or unusual or compelling need for the supplies or services. However, if the HANH/ECC determines, based on compelling circumstances



such as an emergency or serious disruption of its operations, that termination or re-solicitation would not be in the best interest of HANH/ECC, then HANH/ECC may allow the award to stand and pay the successful protestor costs associated with preparing the bid along with the cost of filing and pursuing the protest and other damages determined.

8. Denials. HANH/ECC shall notify the protestor in writing of its decision and state the basis for the denial. The notification shall apprise the protestor of any appeal rights in accordance with our protest procedures.

9. Appeal Procedures. As stated above, appeal of the Contracting Officer's initial decision shall be heard by no fewer than two members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee). The request for an appeal must be made in writing as stated above and must include, but not be limited to:

1. A statement of the factual and legal grounds on which reversal or modification of the decision is deemed warranted, specifying any errors of law made or information not previously considered.

10. Documentation. The Contracting Officer shall fully document the protest decision in writing in the contract file. Documentation shall include but not be limited to:

1. A copy of the subject solicitation and supporting documentation, including the copy of the advertisement of the bid.
2. A copy of the protestor's written protest.
3. A copy of the written finding of the Contracting Officer and that of any appeal officer(s).
4. Copy of documentation used by HANH/ECC to make its decisions that was protested by the protestor.

11. Informal Resolution Processes. Protestor may request an informal review of their protest either in writing or by phone.

EQUAL EMPLOYMENT OPPORTUNITIES REQUIREMENTS

All Equal Employment Opportunities including Section 3 (EEO) forms are provided in this package. The contractor/vendor must review all EEO forms,



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complete and submit the required EEO forms at the time of submission of bid or proposal. Bids/Contracts at all dollar values are subject to Section 3/MBE/WBE requirements.

After a Contract has been awarded, the contractor must attend a mandatory meeting with HANH/ECC's Director of Procurement. If there are any questions regarding the completion of the EEO forms please contact the Director of Procurement, at 203-498-8800 ext 1200.

Staff is available at 360 Orange Street, 3rd floor, to assist persons with disabilities. The TTY/TDD number is (203) 497-8434. HANH/ECC is an equal opportunity housing agency.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

Shenae Draughn

By:
Shenae Draughn
President

Date: 6/20/2025 4:25:11 PM

Part III. Index of Submittal Documents

The INDEX OF SUBMITTAL DOCUMENTS shown below is provided to assist all Bidders in correctly preparing and submitting a responsive Bid to HANH/ECC in accordance with the requirements of the Invitation for Bid (Sealed Bid). The Index contains a listing of all required submittal items.

Please review this index and submit all documents that are checked **“REQUIRED SUBMITTAL”** with your sealed bid. Documents that are checked **“SIGNATURE REQUIRED”** must be properly executed. Documents that are checked **“NOTARY/CORPORATE SEAL REQUIRED”** must be notarized and/or have the Bidder’s corporate seal affixed.

Please view/ download the below listed documents from:

<https://newhavenhousing.cobblestonesystems.com/gateway/DocumentLibrary.aspx>

INDEX OF SUBMITTAL DOCUMENTS					
DOCUMENT		REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY/ CORPORATE SEAL REQUIREDAS APPLICABLE	FOR YOUR REVIEW
ALL PROJECTS					
Cover Sheet (Attached)		X			
Bid Sheet (Attached)		X	X		
Required Acknowledgements and Certifications:					
HUD-5369 Instructions to Bidders					X
HUD-5369-B Instruction to Offerors Non-Construction					X
Reference and Past Performance Form		X			
Acknowledgement of Addenda Form		X	X		
Section 3 Application		X			
Contractor Highlight Section 3					X
HANH/ECC Section 3 Clause					X
General Conditions for Non- Construction- HUD 5370-C					X
HUD Form 50071- Certification of Payments to Influence Federal Transactions		X	X		
Non-Collusive Affidavit		X	X	X	



Part IV. Specifications

PART 1. SCOPE OF SERVICES

The intent of this specification is to obtain Bids from a qualified licensed HVAC contractor to provide Routine, Emergency, Preventative Maintenance as needed and identified by Staff for various properties within ECC's portfolio.

All work performed by the contractor shall be to a professional standard, complying with the requirements of all applicable State, Local Federal Laws and Regulations.

The following are representative services to be performed at properties that are owned and /or managed by ECC or any affiliate with gas-fired radiant baseboard, flooring or gas-fired forced air heating systems, The work includes all labor, materials, filters, parts, equipment tools, supervision, incidental expenses and travel time required to provide the services described herein. This is not an all-inclusive list; other types of services may be required.

- Check all controls (thermostats, transformers, zone valves, etc., in units and common areas. Service or replace any malfunctioning controls).
 - Full-service cleaning of components (burner tubers, blower assembly, replace/clean filters, belts, etc.)
 - Troubleshoot and make repairs or adjustments to gas-fired forced air and gas-fired hot water systems.
 - Bleed all fin/tub and cast-iron radiant baseboards.
-
1. Pre-winter startup of HVAC system shall be done to coincide with Preventative Maintenance.
 2. Winterization of all HVAC Systems
 3. Operational visit of HVAC system shall be as needed.
 4. Tune up and servicing are to be done in March/April and June/August. Tune up shall include the inspection and cleaning, checking performance of heating, checking of electrical connections, taking voltage and amperage reading.



Housing Authority of New Haven

5. Inspections and cleaning of exhaust grills as well as replacement of all filters
6. Proper burner operation and draft
7. Check fan bearings/sheaves for lubrication.
8. Return/exhaust belts are to be in proper working order; replace any worn, slipping or damaged belts.
9. Clear outside air intake.
10. Humidifier controls are in working order (note PSI).
11. Must be able to repair all plumbing related issues associated with the HVAC Systems, including all tenant units, common areas, boiler rooms, supply closets and office space.
12. Bleed all lines, repair/replace any malfunctioning bleeders, in all common areas, tenant units, boiler rooms, supply closets etc.
13. Inspect and repair all Air Temperature Monitors.

Typical repairs may include **but are in no way limited to:**

- Faulty Zone Valves
- Thermostat Replacement
- Damaged bleeders
- Low or no pressure
- Clogged lines
- Damaged pipes
- Clogged burners
- Burner start failure
- Outside Air temp. Control
- Gasket replacement
- Coupler replacement
- Pilot light replacement

All repair work shall be performed at the site unless by the nature of the repair(s) it would be necessary to move the component to the Contractor's shop for repairs. If the nature of the repairs require that a building or individual unit is to be without electricity, water, heat or hot water for more than eight (8) hours, ECC reserves the right to outsource for services and or parts if downtime



exceeds eight (8) hours or the Contractor is unable to obtain replacement parts within eight (8) hours

PART II. MINIMUM QUALIFICATIONS

The Contractor must demonstrate that they possess a minimum of FIVE (5) years of experience servicing equipment and providing services of similar size and complexity. The Contractor must employ sufficient staff to handle multiple emergencies, and service calls at different locations at the same time when needed. The Contractor must be licensed by the State of Connecticut; proof of such must accompany the Bid. D or S License will be required depending on the system.

Employees of the Contractor performing these services must be licensed and fully qualified by the Owner or the Owner's representative and given twenty-four (24) hours to correct the work. Labor for all re-work will be done at no charge to the owner.

The Contractor must provide all materials and tools required to execute the work. The Contractor shall have sufficient resources available (labor, tools, parts, diagnostic equipment, etc.) necessary to repair the systems. The Contractor must be available to respond within two (2) hours of any call received twenty-four (24) hours a day 365 days per year.

The successful Contractor shall provide all materials and equipment required to successfully complete this Scope of Work.

PART III. WORK PROCEDURES

For Scheduled Service:

The Authorized requestor from ECC provides written task order to contractor, along with copies of work orders included in the task work order. The Contractor provides written estimate of task order along with completion schedule. The Authorized requestor reviews task order estimate and signs off to authorize initiation of work. Upon completion of the work, the Contractor gets authorized



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requestor to sign off on the task work order and submits the invoice to the Finance Department, with itemization of labor and materials used, and copy of original task order authorization. The Authorized requestor reviews both documents and inspects work as completed prior to signing off to authorize payment against the contract.

Services shall be made available to ECC three hundred and sixty-five (365) days per year, twenty-four (24) hours per day.

Regular work Hours are between 8:00 A.M. to 5:00 P.M.

After hours and weekends are considered outside regular work hours.

For Emergencies:

Emergency on-call service shall be provided twenty-four (24) hours/day, seven (7) days per week.

The Authorized requestor contacts contractor and describes nature of task. The Contractor must respond to the scene within one (1) hour during normal working hours and two (2) hours outside of regular working hours. The Contractor must contact the authorized requestor upon arrival to describe the work as performed and provide a verbal cost estimate. A work order must be generated

the next following business day, and the ECC Housing Manager or designee must verify that the

work has been completed satisfactorily and **signs off on the task request**. The Contractor submits the invoice with the work order number written on it, and the authorized requestor inspects work as completed prior to signing off to authorize payment against the contract.

Delays:

If a delay is foreseen, the Contractor must give notice to the person who placed the service call or the Housing/ Property Manager. The Contractor must keep ECC advised always of the service status being performed. In no event must the Contractor fail to perform services more than one hour after the receipt of a



service call. The Contractor's failure to perform said services within the one (1) hour during regular working hours and (2) hours outside of regular working hours must constitute a default. Default in promised completion date (without ECC approval) or failure to meet specifications, authorizes the Authority to purchase supplies, equipment or repair services elsewhere and charge full increase of all cost associated to the defaulting Contractor.

PART IV. WORK STANDARDS

All work performed by the Contractor must be to a professional standard, complying with all requirements of the State and Local building codes, and to the full satisfaction of ECC.

The Contractor must meet all Federal, EPA and OSHA guidelines in the proper handling and disposal of special waste or contaminated materials.

Provide Professional and Courteous Services to employees and residents of ECC. ECC is a ZERO Tolerance Agency for unprofessional behavior towards residents or staff.

I. SAFETY

All contractors and subcontractors performing services for ECC are required and must comply with all Occupational Safety and Health Administration (OSHA), State, Local and any other applicable rules and regulations. Also, all contractors and subcontractors will be held responsible for the safety of their employees and the unsafe acts or conditions that may cause injury to HANH residents or the general public or property within or around the work site.

Before the work starts, the contractor will prepare the work site following all applicable safety precautions. The contractor will repair or replace to ECC satisfaction and at the contractor expenses, any damages to the residents, general public, equipment, structures and ECC units resulting from negligence in performing work under this contract.

The **EPA requires that all contractors must be registered for Lead RRP-Certification** in order to perform renovation, repair projects in homes, rental



facilities, child-occupied facilities, and

schools built before 1978. For any contractor performing this work without the Lead RRP Certification, the EPA may seek penalties of up to **\$37,500** per violation, per day. ECC will not be responsible for this penalty. Contractor must provide HANH with Lead Certification.

II. WORKMANSHIP AND INSPECTION

All work under this resulting specification/contract will be performed in a professional manner. ECC's Deputy Executive Director or designee may, in writing, require the contractor to remove any employee from work that ECC desires. ECC will make inspections of the work performed under this agreement. Any inspection by ECC does not relieve the contractor from any responsibility regarding defective parts, equipment or poor service. ECC's Deputy Executive Director or designee will make inspections of the work performed under this agreement.

In the event the work performance of the contractor is unsatisfactory; the contractor will be notified by ECC's representative. The contractor will be given three (3) calendar days to correct the work. There will be no cost to ECC for any re-work.

The contractor must keep a supply of parts on hand so that repairs are not delayed by the ordering of parts unless the item is unique or obsolete. ECC has the option to purchase and supply parts to the Contractor to install.

III. CLEAN-UP

The contractor shall be responsible for removing all debris from the site and clean affected areas. The contractor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses; or upon request by ECC representative, shall remove such debris and materials/equipment from the property. The contractor shall leave all affected areas as they were prior to beginning work.

AT NO TIME IS THE CONTRACTOR TO USE ANY HANH DUMPSTER FOR REFUSE



REMOVAL.

IV. PROTECTION OF PROPERTY

Existing areas adjacent to the scope of work to be performed shall be protected against damage during demolition, inspection, repair and installation.

The contractor will make necessary repairs in such a manner that does not damage property. In the event damage occurs to property by reason of any repairs or installations performed under this

agreement, the contractor shall replace or repair the same at no cost to ECC, ECC residents or the general public. If damage caused by the contractor must be repaired or replaced by ECC, the cost of such property or repairs will be deducted from monies due the contractor.

V. EMPLOYEES OF THE CONTRACTOR

No one except authorized employees of the contractor are allowed on ECC premises or housing units.

The contractor's employees are not to be accompanied to their work area by acquaintances, family members, assistants or any other person unless said person is an authorized employee of the contractor. At ECC's option, security screenings of all employees performing work may be required. The contractor must have a current employee register.

VI. INSURANCE

The contractor shall maintain throughout the duration of the Contract the following insurances. The Bidders must submit a copy of their certificate of insurance for the following coverage:

- Manufacturer's and Contractor's Public Liability Insurance
- Workmen's Compensation for all employees associated with operations
- Property Damage Insurance



Any permits, licenses, certificates or fees required for the performance of the work shall be obtained and paid for by the Contractor. General Liability Insurance naming ECC as an additional insured must be presented before Contract award and kept current for the entire Contract term.

VII. DRUG FREE WORKPLACE

ECC is a drug-free workplace. The use, possession, or transfer of illegal drugs, controlled substances (including medications with a valid prescription), simulated (look-alike) drugs, drug paraphernalia, or alcohol on ECC's premises is always strictly prohibited. The Contractor will be required to comply with and enforce this policy, with respect to ECC's employees and Residents as part of employment. Any Contractor employees found in violation of this policy must not be assigned to any ECC development.

The Contractor must have a written policy pertaining to the use of possession of drugs, alcohol, and other contraband items in a form and content acceptable to ECC. The Contractor will ensure that copies of said policy are provided to all staff and is available to ECC.

The Contractor must always maintain a comprehensive drug and alcohol testing program during the term of this Contract. The procedures for such programs, including any related policies, will be provided by the Contractor as a part of the bid submittal.

The Contractor will be solely responsible for ensuring that employees assigned to a development have been informed of and understand this policy and must monitor compliance with said policy as provided above.

VIII. CONTRACT TERMS

This contract is for three (3) years with an option to renew for an additional two (2) one-year contracts at the discretion of the President of Elm City Communities and the Contractor.

Elm City Communities reserves the right to enter into a contract with the



Housing Authority of New Haven

contractor between The Housing Authority City of New Haven or directly with one of the other entities.

Elm City Communities reserves the right to award the contact to one or more contractors in the best interest of ECC.

Elm City Communities reserves the right to add or delete properties.



Part V. Procurement Process

1. *Bid Evaluation/Contract Award*

The low bid will be evaluated in accordance with the requirements of the IFB. The low bid will be evaluated to determine the responsiveness to the requirements of the IFB. If the bid does not conform to the solicitation, it must be rejected, and bid will be examined for responsiveness.

The contract will be awarded based on the best interest of the Authority.

HANH/ECC will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to HANH/ECC, cost or price and other factors, specified elsewhere in this solicitation, considered. HANH/ECC reserves the right to request additional information which may include an interview.

HANH/ECC may

1. Reject any or all offers if such actions are in HANH/ECC's interest,
 2. Accept other than the lowest offer,
 3. Waive informalities and minor irregularities in offers received, and
- Award more than one contract for all or part of the requirements stated.



Housing Authority of New Haven

Invitation for Quotes

OP-25-IFB-2020

HVAC Services for LIPH (Low Income Public Housing) **Units**

Company Name: _____

Address: _____

City, State & Zip Code: _____

Telephone: _____

Fax Number: _____

Contact Person Name: _____

Email Address: _____

Date Submitted: _____

Shenae Draughn
President

**HVAC Services Agency Wide fo LIPH (Low Income Public Housing) Units
Year 1**

	A	B	C	A x B x C D	E	A x E F	D + F
Materials	QUANTITY	Estimated # of Hours	Fully Loaded Labor Rate	Total Labor Cost	MATERIAL UNIT COST	TOTAL MATERIAL COSTS	TOTAL REPAIR COSTS
Replace thermostat	12	1.00					
Replace circulator pump 1/2 HP	12	2.00					
Replace thermo coupling	12	1.00					
Replace backflow	12	2.00					
Replace igniter	12	1.00					
Replace gas valve	12	2.00					
Replace aquistat	12	1.00					
Replac relief valve	12	1.00					
Replace Auto water feed	12	2.00					
Replace Hi-vent control	12	1.00					
Air Conditioner 3-Ton unit	1	16.00					
Heat Maker 68-82 BTU	4	210.00					
Boiler 68-82 BTU	2	40.00					
Replace ball valve	12	2.00					
* Total labor rate must include overhead and profit (A fully loaded cost)					Repair Costs		\$
General and Emergency hourly rate must include overhead and profit (a fully loaded costs)							
				A	B	A x B	
				Hourly Rate	Estimated Annual Hours	Total	
For Services during regular business hours				General Hourly Rate - HVAC Technician	\$	175	\$
				General Hourly Rate - Helper	\$	75	\$
For Services outside of Normal Buisness Hours/Weekends/Holidays				Emergency Hourly Rate - Master Plun HVAC Technician	\$	75	\$
				Emergency Hourly Rate - Helper	E	50	\$
					Total Hours		\$
					Grand Total of all Services		\$

HVAC Services Agency Wide fo LIPH (Low Income Public Housing) Units
Year 2

	A	B	C	A x B x C	D	E	A x E	D + F
Materials	QUANTITY	Estimated # of Hours	Fully Loaded Labor Rate	Total Labor Cost		MATERIAL UNIT COST	TOTAL MATERIAL COSTS	TOTAL REPAIR COSTS
Replace thermostat	12	1.00						
Replace circulator pump 1/2 HP	12	2.00						
Replace thermo coupling	12	1.00						
Replace backflow	12	2.00						
Replace igniter	12	1.00						
Replace gas valve	12	2.00						
Replace aquistat	12	1.00						
Replac relief valve	12	1.00						
Replace Auto water feed	12	2.00						
Replace Hi-vent control	12	1.00						
Air Conditioner 3-Ton unit	1	16.00						
Heat Maker 68-82 BTU	4	210.00						
Boiler 68-82 BTU	2	40.00						
Replace ball valve	12	2.00						
* Total labor rate must include overhead and profit (A fully loaded cost)						Repair Costs	\$	
General and Emergency hourly rate must include overhead and profit (a fully loaded costs)					A	B	A x B	
					Hourly Rate	Estimated Annual Hours	Total	
For Services during regular business hours								
General Hourly Rate - HVAC Technician					\$	175	\$	
General Hourly Rate - Helper					\$	75	\$	
For Services outside of Normal Buissness Hours/Weekends/Holidays								
Emergency Hourly Rate - Master Plun HVAC Technician					\$	75	\$	
Emergency Hourly Rate - Helper					E	50	\$	
					Total Hours		\$	
					Grand Total of all Services		\$	

**HVAC Services Agency Wide fo LIPH (Low Income Public Housing) Units
Year 3**

	A	B	C	A x B x C	E	A x E	D + F
Materials	QUANTITY	Estimated # of Hours	Fully Loaded Labor Rate	Total Labor Cost	MATERIAL UNIT COST	TOTAL MATERIAL COSTS	TOTAL REPAIR COSTS
Replace thermostat	12	1.00					
Replace circulator pump 1/2 HP	12	2.00					
Replace thermo coupling	12	1.00					
Replace backflow	12	2.00					
Replace igniter	12	1.00					
Replace gas valve	12	2.00					
Replace aquistat	12	1.00					
Replac relief valve	12	1.00					
Replace Auto water feed	12	2.00					
Replace Hi-vent control	12	1.00					
Air Conditioner 3-Ton unit	1	16.00					
Heat Maker 68-82 BTU	4	210.00					
Boiler 68-82 BTU	2	40.00					
Replace ball valve	12	2.00					
* Total labor rate must include overhead and profit (A fully loaded cost)					Repair Costs		\$
General and Emergency hourly rate must include overhead and profit (a fully loaded costs)							
				A	B	A x B	
				Hourly Rate	Estimated Annual Hours	Total	
For Services during regular business hours				General Hourly Rate - HVAC Technician	\$	175	\$
				General Hourly Rate - Helper	\$	75	\$
For Services outside of Normal Buisness Hours/Weekends/Holidays				Emergency Hourly Rate - Master Plun HVAC Technician	\$	75	\$
				Emergency Hourly Rate - Helper	E	50	\$
					Total Hours		\$
					Grand Total of all Services		\$

**HVAC Services Agency Wide fo LIPH (Low Income Public Housing) Units
Year 4**

	A	B	C	A x B x C	E	A x E	D + F
Materials	QUANTITY	Estimated # of Hours	Fully Loaded Labor Rate	Total Labor Cost	MATERIAL UNIT COST	TOTAL MATERIAL COSTS	TOTAL REPAIR COSTS
Replace thermostat	12	1.00					
Replace circulator pump 1/2 HP	12	2.00					
Replace thermo coupling	12	1.00					
Replace backflow	12	2.00					
Replace igniter	12	1.00					
Replace gas valve	12	2.00					
Replace aquistat	12	1.00					
Replac relief valve	12	1.00					
Replace Auto water feed	12	2.00					
Replace Hi-vent control	12	1.00					
Air Conditioner 3-Ton unit	1	16.00					
Heat Maker 68-82 BTU	4	210.00					
Boiler 68-82 BTU	2	40.00					
Replace ball valve	12	2.00					
* Total labor rate must include overhead and profit (A fully loaded cost)					Repair Costs		\$
General and Emergency hourly rate must include overhead and profit (a fully loaded costs)							
				A	B	A x B	
				Hourly Rate	Estimated Annual Hours	Total	
For Services during regular business hours				General Hourly Rate - HVAC Technician	\$	175	\$
				General Hourly Rate - Helper	\$	75	\$
For Services outside of Normal Buisness Hours/Weekends/Holidays				Emergency Hourly Rate - Master Plun HVAC Technician	\$	75	\$
				Emergency Hourly Rate - Helper	E	50	\$
					Total Hours		\$
					Grand Total of all Services		\$

HVAC Services Agency Wide fo LIPH (Low Income Public Housing) Units
Year 5

	A	B	C	A x B x C	E	A x E	D + F																																	
Materials	QUANTITY	Estimated # of Hours	Fully Loaded Labor Rate	Total Labor Cost	MATERIAL UNIT COST	TOTAL MATERIAL COSTS	TOTAL REPAIR COSTS																																	
Replace thermostat	12	1.00																																						
Replace circulator pump 1/2 HP	12	2.00																																						
Replace thermo coupling	12	1.00																																						
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Boiler 68-82 BTU	2	40.00																																						
Replace ball valve	12	2.00																																						
* Total labor rate must include overhead and profit (A fully loaded cost)					Repair Costs		\$																																	
General and Emergency hourly rate must include overhead and profit (a fully loaded costs)					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>A</th><th>B</th><th>A x B</th></tr> <tr> <th>Hourly Rate</th><th>Estimated Annual Hours</th><th>Total</th></tr> </thead> <tbody> <tr><td colspan="3"> </td></tr> <tr> <td>For Services during regular business hours</td><td>General Hourly Rate - HVAC Technician</td><td>\$ 175</td></tr> <tr> <td></td><td>General Hourly Rate - Helper</td><td>\$ 75</td></tr> <tr><td colspan="3"> </td></tr> <tr> <td>For Services outside of Normal Buisness Hours/Weekends/Holidays</td><td>Emergency Hourly Rate - Master Plun HVAC Technician</td><td>\$ 75</td></tr> <tr> <td></td><td>Emergency Hourly Rate - Helper</td><td>E 50</td></tr> <tr> <td></td><td>Total Hours</td><td>\$</td></tr> <tr><td colspan="3"> </td></tr> <tr> <td></td><td>Grand Total of all Services</td><td>\$</td></tr> </tbody> </table>			A	B	A x B	Hourly Rate	Estimated Annual Hours	Total				For Services during regular business hours	General Hourly Rate - HVAC Technician	\$ 175		General Hourly Rate - Helper	\$ 75				For Services outside of Normal Buisness Hours/Weekends/Holidays	Emergency Hourly Rate - Master Plun HVAC Technician	\$ 75		Emergency Hourly Rate - Helper	E 50		Total Hours	\$					Grand Total of all Services	\$
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