



Request for Proposal

HOPES Community Action Partnership, Inc.
(HOPES CAP, Inc.)
301 Garden Street
Hoboken, New Jersey 07030 1-855-OK-HOPES

2024 / 2025 Hopes Cap. Inc
HVAC Equipment and Refrigeration

Inquiries and proposals should be directed to:

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Hoboken, NJ Locations

Address: RUE

301 Garden Street, Hoboken

(4) Daiken VRV classroom mini-splits, two (2) Daiken RXY gym mini-splits, three (3) Lennox office split systems, one (1) Enviromaster International staff lunch room mini-split, two (2) domestic water heaters, and one (1) Skidmore condensate vacuum receiver

Spring Start Up (April-May)

1. Check all electrical connections and components/safeties
2. Check refrigerant charge (quote to be provided for any additional refrigerant needed)
3. Oil and grease all motors and bearings
4. Clean outdoor condenser coils with water
5. Check amperage of all motors and compressors
6. Blow out condensate lines with nitrogen and clean condensate pump reservoirs
7. Check filters*
8. Check operation of thermostats
9. Check entire operation of units

Fall Start Up (October-November)

1. Check all electrical connections and components
2. Inspect burner assemblies and clean as necessary
3. Check refrigerant charge on Heat Pump units (quote to be provided for any additional refrigerant needed)
4. Visually inspect heat exchangers
5. Check filters*
6. Check vacuum condensate return pumps and tank
7. Check gas pressures
8. Check for proper operation of gas valves
9. Inspect for gas leaks
10. Drain and flush both water heaters
11. Check entire operation of heating cycles

Address: St Ann

619 Jefferson Street, Hoboken

(4) multithread mini-splits, one (1) Weil McLain hot water boiler, one (1) Bradford White, 75-gal water heater, and four (4) circulator pumps

Spring Start Up (April-May)

1. Check all electrical connections and components/safeties
2. Check refrigerant charge (quote to be provided for any additional refrigerant needed)
3. Oil and grease all motors and bearings
4. Clean outdoor condenser coils with water
5. Check amperage of all motors and compressors
6. Blow out condensate lines with nitrogen and clean condensate pump reservoirs
7. Check/clean filters
8. Check operation of thermostats
9. Check entire operation of units

Fall Start Up (October-November)

1. Check all electrical connections and components
2. Inspect burner assemblies and clean if necessary
3. Check refrigerant charge on Heat Pump units (quote to be provided for any additional refrigerant needed)
4. Visually inspect heat exchangers
5. Visually inspect boiler for any signs of water leaks
6. Check/clean filters
7. Inspect flue piping
8. Inspect chimney
9. Clean Low Water Cut Off and check operation (Boiler only)
10. Check gas pressures
11. Check for proper operation of gas valves
12. Inspect for gas leaks
13. Check energy management systems if present (Boiler only)
14. Check entire operation of heating cycles

Plainfield, NJ Locations

**Address: Armory-
1201 E 7th Street, Plainfield, NJ**

(1) rooftop unit serving gym of Armory building, six (6) Hitachi twinned mini-split system condensers with 49 ceiling mounted air handlers serving Armory building, thirteen (13) Energy Recovery Units serving Armory building, one (1) kitchen, Fujitsu dual head heat pump, one (1) Captive Air make up air unit for kitchen of Armory building, one (1) exhaust fan serving kitchen of Armory building, two (2) Bradford White commercial water heaters serving Armory building, one (1) Optipure water filter serving Armory kitchen, four (4) Hitachi twinned mini-split system condensers with 33 ceiling mounted air handlers serving Garage building, six (6) Energy Recovery Units serving Garage building, and fourteen (14) Eemax wall mounted water heaters serving Garage building.

Spring Start Up (April-May)

1. Check all electrical connections and components
2. Check refrigerant charge (quote to be provided for any additional refrigerant needed)
3. Oil and grease all motors and bearings
4. Clean condenser coils of rooftop units and split systems
5. Check amperage of all motors and compressors
6. Change/clean filters and belts in all rooftop units and air handlers
7. Blow out condensate lines
8. Check operation of central controllers and thermostat
9. Check entire operation of units
10. Replace Optipure water prefilter and filter

Filter Change (July-August)

1. Change/clean filters in all rooftop units and air handlers
2. Clean condenser coils of rooftop units and split systems
3. Check operation of all units

Fall Start Up (October-November)

1. Check all electrical connections and components
2. Clean condenser coils of rooftop units and split systems
3. Inspect burner assemblies and clean if necessary (RTU and make up unit)
4. Visually inspect heat exchangers (RTU and make up unit)
5. Change/clean filters in all rooftop units and air handlers
6. Check belt tension and adjust if necessary (RTU)
7. Check gas pressures (RTU and make up unit)
8. Check for proper operation of gas valves (RTU and make up unit)
9. Check entire operation of heating cycles
10. Replace Optipure water prefilter and filter

Filter Change (January-February)

1. Change/clean filters in all rooftop units and air handlers
2. Check operation of all units

**Address: New Horizon
120-128 W Front Street, Plainfield, NJ**

(1) Trane RTU set on ground:

Spring Start Up (April-May)

1. Check all electrical connections and components
2. Check refrigerant charge (quote to be provided for any additional refrigerant needed)
3. Oil and grease all motors and bearings
4. Clean indoor and outdoor coils of rooftop unit
5. Check amperage of all motors and compressors
6. Change filters and belt
7. Blow out condensate lines
8. Check operation of thermostat
9. Check entire operation of unit

Filter Change (July-August)

1. Change filters
2. Check operation of unit

Fall Start Up (October-November)

1. Check all electrical connections and components
2. Inspect burner assembly and clean if necessary
3. Visually inspect heat exchanger
4. Change filters
5. Check belt tension and adjust if necessary
6. Oil and grease all motors and bearings
7. Check gas pressure
8. Check for proper operation of gas valve
9. Check for gas leaks from gas shut-off to burners
10. Check entire operation of heating cycle

Filter Change (January-February)

1. Change filters
2. Check operation of unit

Address: Park Ave

322 Park Ave, Plainfield NJ

(2) Roof top units

Spring Start Up (April-May)

1. Check all electrical connections and components
2. Check refrigerant charge (quote to be provided for any additional refrigerant needed)
3. Oil and grease all motors and bearings
4. Clean indoor and outdoor coils of rooftop units and refrigeration units
5. Check amperage of all motors and compressors
6. Change filters and belts in all rooftop units
7. Blow out condensate lines
8. Check operation of thermostats
9. Check entire operation of units

Filter Change (July-August)

1. Change filters in all rooftop units
2. Check operation of all units

Somerset, NJ Locations

Address: Hamilton

900 Hamilton Street, Somerset, NJ

(5) rooftop units, two (2) split systems, and one (1) modular boiler

Spring Start Up (April-May)

1. Check all electrical connections and components
2. Check refrigerant charge (quote to be provided for any additional refrigerant needed)
3. Oil and grease all motors and bearings
4. Clean indoor and outdoor coils of rooftop units and split systems
5. Check amperage of all motors and compressors
6. Change filters and belts in all rooftop units and air handlers
7. Blow out condensate lines
8. Check operation of thermostats
9. Check entire operation of units

Filter Change (July-August)

1. Change filters in all rooftop units and air handlers
2. Check operation of all units

Fall Start Up (October-November)

1. Check all electrical connections and components (HVAC and boilers)
2. Inspect burner assemblies and clean if necessary (HVAC and boilers)
3. Visually inspect heat exchangers (HVAC only)
4. Change filters in all rooftop units and air handlers (HVAC only)
5. Check belt tension and adjust if necessary (HVAC only)
6. Oil and grease all motors and bearings (HVAC and boilers)
7. Check gas pressures (HVAC and boilers)
8. Check for proper operation of gas valves (HVAC and boilers)
9. Blow out drains for burners (HVAC only)
10. Check for gas leaks from gas shut-off to burners (HVAC and boilers)
11. Check expansion tank and drain if necessary (Boilers only)
12. Check energy management system (Boilers only)
13. Check operation of flue dampers (Boilers only)
14. Check entire operation of heating cycles (HVAC and boilers)

Filter Change (January-February)

1. Change filters in all rooftop units and air handlers
2. Check operation of all units

Address: Belmont-

113 Belmont Drive Somerset, NJ

(5) rooftop units -Trane units, two (2) refrigeration units (Kitchen), and thirteen (13) exhaust fans.

Spring Start Up (April-May)

1. Check all electrical connections and components
2. Check refrigerant charge (quote to be provided for any additional refrigerant needed)
3. Oil and grease all motors and bearings
4. Clean indoor and outdoor coils of rooftop units and refrigeration units
5. Check amperage of all motors and compressors
6. Change filters and belts in all rooftop units and belts in all exhaust fans
7. Blow out condensate lines
8. Check operation of thermostats
9. Check entire operation of units

Filter Change (July-August)

1. Change filters in all rooftop units
2. Check operation of all units

Fall Start Up (October-November)

1. Check all electrical connections and components
2. Inspect burner assemblies and clean if necessary
3. Visually inspect heat exchangers
4. Change filters in all rooftop units
5. Check belt tension and adjust if necessary
6. Oil and grease all motors and bearings
7. Check gas pressures
8. Check for proper operation of gas valves
9. Blow out drains for burners
10. Check for gas leaks from gas shut-off to burners
11. Check entire operation of heating cycles

Filter Change (January-February)

1. Change filters in all rooftop units
2. Check operation of all units