



# REQUEST FOR PROPOSAL (RFP)

## Preventive Maintenance Services HVAC & Refrigeration Equipment 2026–2027

HOPES Community Action Partnership, Inc. (HOPES CAP, Inc.) invites qualified, licensed, and insured HVAC contractors to submit proposals for comprehensive preventive maintenance services for HVAC, refrigeration, boiler, domestic hot water, and related mechanical equipment at multiple HOPES CAP facilities throughout New Jersey for the 2025–2026 service year.

**Proposals must be submitted no later than March 1, 2026**

### Organization Information

HOPES Community Action Partnership, Inc.  
301 Garden Street  
Hoboken, NJ 07030  
Phone: 1-855-OK-HOPES

### Procurement Contact

All inquiries and proposals must be submitted to:

Loredana Harbac  
Procurement Specialist  
Email: [lharbac@hopes.org](mailto:lharbac@hopes.org)

### Scope of Work

The selected contractor(s) shall provide scheduled preventive maintenance services including spring start-ups, fall start-ups, and periodic filter changes, as well as inspection and servicing of HVAC, refrigeration, boiler, domestic hot water, and associated mechanical systems. All services shall be performed in accordance with manufacturer recommendations and applicable codes.

*Any additional refrigerant, repairs, or materials outside the preventive maintenance scope must be quoted and approved in advance.*

## Facilities, Equipment Inventory, and Service Frequency

Vendors shall review the equipment inventory below and provide pricing by location. Seasonal requirements in the next section apply unless location notes indicate otherwise.

### Hoboken, NJ – 301 Garden Street

Equipment:

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

### Hoboken, NJ – 619 Jefferson Street (St. Ann)

Equipment:

- (4) multihead mini-splits
- (1) Weil-McLain hot water boiler
- (1) Bradford White 75-gallon water heater
- (4) circulator pumps

### Plainfield, NJ – 1201 E. 7th Street (Armory & Garage)

Equipment:

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

### Plainfield, NJ – 120–128 W. Front Street (New Horizon)

Equipment:

- (1) Trane rooftop unit (RTU) set on ground

### **Plainfield, NJ – 322 Park Ave**

Equipment:

- (2) rooftop units

### **Somerset, NJ – 900 Hamilton Street**

Equipment:

- (5) rooftop units
- (2) split systems
- (1) modular boiler

### **Somerset, NJ – 113 Belmont Drive**

Equipment:

- (5) Trane rooftop units
- (2) refrigeration units (Kitchen)
- (13) exhaust fans

## **Preventive Maintenance Requirements by Season**

### **Spring Start-Up (April–May)**

- Inspect and tighten all electrical connections and safety controls
- Verify refrigerant charge on applicable systems (additional refrigerant to be quoted separately if required)
- Lubricate motors and bearings where applicable
- Clean indoor and outdoor coils as applicable
- Check amperage draw of motors and compressors
- Replace or clean air filters and belts where applicable
- Blow out and clean condensate drain lines and condensate pump reservoirs
- Inspect and test thermostats and control systems
- Inspect overall mechanical condition of all units
- Perform full operational check of each system after service

### **Summer Filter Change (July–August) – Where Applicable**

- Replace or clean air filters in all rooftop units, air handlers, and split systems
- Clean condenser coils as required
- Inspect equipment for proper operation
- Identify and report deficiencies or recommended repairs

### **Fall Start-Up (October–November)**

- Inspect and tighten all electrical connections and components
- Inspect burner assemblies and clean as necessary

- Verify refrigerant charge on heat pump systems (additional refrigerant to be quoted separately if required)
- Visually inspect heat exchangers for signs of damage or corrosion
- Inspect and test gas valves for proper operation
- Check gas pressures and verify proper combustion
- Inspect for gas leaks from gas shut-off valve to burners
- Inspect flue piping and chimney systems where applicable
- Inspect and service boilers, including low water cut-off cleaning/testing and expansion tank inspection
- Inspect boiler/energy management controls where applicable
- Drain and flush domestic water heaters where specified
- Replace or clean filters and belts
- Perform full operational test of heating cycles

#### **Winter Filter Change (January–February) – Where Applicable**

- Replace or clean air filters in all applicable units
- Inspect belts and adjust tension if necessary
- Verify proper system operation in heating mode
- Identify and report observed issues or recommended repairs

#### **Proposal Submission Requirements**

- Company background and relevant experience with similar facilities
- Proof of current licensing and insurance (attach certificates)
- Annual preventive maintenance pricing by location (separate line item for each site)
- Hourly labor rates and any after-hours/emergency rates
- Description of emergency response capabilities and typical response times
- At least three (3) references from similar clients

#### **Evaluation Criteria**

Proposals will be evaluated based on total cost, completeness, contractor qualifications, experience with similar equipment portfolios, ability to meet the service schedule, and references.

#### **General Terms and Conditions**

- All work must comply with applicable local, state, and federal codes and manufacturer requirements
- Vendor shall provide written service reports after each maintenance visit
- Any work outside the preventive maintenance scope must be quoted and approved in advance
- HOPES CAP reserves the right to reject any or all proposals, waive informalities, and award in the organization's best interest