



## **VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA**

**MEETING DATE:** JUNE 28, 2022

**AGENDA ITEM SECTION:** DISCUSSION AND RESOLUTION ITEMS

**AGENDA ITEM NO. :** 9

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS

**AGENDA ITEM:**

**DISCUSSION:** RENEWAL OF AN AGREEMENT WITH ICM FOR THE MAINTENANCE OF THE HVAC SYSTEM AT VILLAGE HALL AND THE DEPARTMENT OF PUBLIC WORKS

**RESOLUTION:** AUTHORIZING THE EXECUTION OF A RENEWAL AGREEMENT WITH ICM FOR THE MAINTENANCE OF THE HVAC SYSTEM AT VILLAGE HALL AND THE DEPARTMENT OF PUBLIC WORKS

**ITEM BACKUP DOCUMENTATION:**

1. DRAFT RESOLUTION
2. MEMORANDUM AND ATTACHED AGREEMENT DATED MAY 22, 2022 FROM STEPHEN TREZZA/DPW FOREMAN TO MAYOR ROSSILLO AND THE BOARD OF TRUSTEES

**RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO  
EXECUTE AN AGREEMENT WITH ICM MECHANICAL CONTRACTORS  
FOR THE MAINTENANCE OF THE HVAC SYSTEMS AT VILLAGE HALL  
AND THE DEPARTMENT OF PUBLIC WORKS GARAGE**

**WHEREAS**, the Village had an HVAC system installed over the last couple of years at the DPW Garage and Village Hall; and

**WHEREAS**, the system has been installed and maintained by ICM Mechanical Contractors; and

**WHEREAS**, the Village received a proposal this year for the service of HVAC equipment between July 1, 2022 and June 30, 2023; and

**WHEREAS**, the cost for this annual maintenance service is \$13,003.00; and

**WHEREAS**, the cost of this maintenance agreement is budgeted for and will be expended from A.1620.451 Village Hall Maintenance Contracts; and

**WHEREAS**, since ICM Mechanical Contractors installed the HVAC systems and is familiar with the systems, the General Foreman of DPW recommends the Village enter into this maintenance agreement for the next year.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Village of Dobbs Ferry Board of Trustees hereby authorizes the Village Administrator to execute a maintenance agreement with ICM Mechanical Contractors for the provision of maintenance for the HVAC systems at Village Hall and the DPW Garage; and be it further

**RESOLVED**, that this maintenance agreement shall be in effect between July 1, 2022 and June 30, 2023; and be it further

**RESOLVED**, that the cost of this annual maintenance agreement shall not exceed \$13,003.00; and be it further

**RESOLVED**, that the maintenance agreement shall be subject to the review and approval of the Village Attorney and the Village Administrator; and be it further

**RESOLVED**, that this Resolution take effect immediately.

.



**VILLAGE OF DOBBS FERRY**  
112 Main Street  
Dobbs Ferry, New York 10522  
TEL: (914) 231-8500 • FAX: (914) 693-3470

## Memorandum

To: Mayor and The Board of Trustees

From: Stephen Trezza, DPW Foreman

Date: May 22, 2022

Re: ICM Mechanical Contractors HVAC Village Hall and DPW garage.

---

This is the company that installed the AC units a few years ago and they have our service contract for Village Hall and DPW Garage. This contract will run from July 1, 2022 through June 30, 2023. The annual price is 13,003.00 broken down in to 3,250.75 per quarter. Last year price was 12,370.32. That is a difference of 632.68.



# MECHANICAL CONTRACTORS

"Through Customer Satisfaction...We Grow"

1205 Saw Mill River Road

Yonkers, NY 10710

(914) 613-9773

June 6, 2022

Mr. Stephen Trezza

**VILLAGE OF DOBBS FERRY**

112 Main Street

Dobbs Ferry, NY 10522

**Re: Air Conditioning Service Contract**

**Town Hall /DPW Offices**

Quote # SC-22427

Dear Mr. Trezza,

Enclosed please find a copy of our comprehensive service contract for the Air conditioning/Heating equipment at the above referenced sites. The price for the service contract shall be **\$13,003.00** for 2022-2023.

# **DOBBS FERRY**

## **TOWN HALL/DPW Offices**

### **Comprehensive Service Contract**

---

This Comprehensive Service Contract includes service calls, for the purpose of diagnosis of system trouble, adjustment of controls, minor repairs, and resetting of system controls. Major repair parts or labor, such as dismantling components, opening of refrigeration system, the evacuation and recharging of the same in the event of refrigerant loss, etc., is not included under this coverage.

#### **Equipment to be Serviced Shall be as Follows:**

##### **TOWN HALL**

<b>Unit/Location</b>	<b>Type/Brand</b>	<b>Model #</b>
ACU-1	TRANE	TWE042B140A0
ACU-2	TRANE	TWE120A300AA
ACU-3	TRANE	TWE090A300AA
ACU-4	DAIKIN	DX13SA0603
ACU-4A	ASPEN	ABM60G000WC4LL
Court	TRANE	TCD048A3000BA
Rear Office	TRANE	TCD060A300BA
Board Room	TRANE	TCD090A300AA
Front Office (1)	AMANA	3TON Rooftop Unit
Front Office	TRANE	TCP060F300A
Front Office	TRANE	TCP060F300A
Police Station	TRANE	Ductless split
Rooftop (2)	TRANE	Ductless split

### **DPW Offices**

<b>Unit/Location</b>	<b>Type/Brand</b>	<b>Model #</b>
ACCU-1	Trane	2TTB3036A1000BA
AHU-1	Carrier	58STA11012116
Controls	Honeywell Control System	

### ***Three Preventive Maintenance Inspection Services Shall Include:***

1. Check all operating pressures
  - i. Suction pressure and discharge pressure
2. Check all operating voltage and amps.
  - i. Compressor motors
  - ii. Evaporator fan motors
  - iii. Condenser fan motors
3. Lubrication systems
  - i. Check oil levels
  - ii. Grease all bearings as required
4. Safety controls
  - i. High head pressure control
  - ii. Oil failure control
  - iii. Low pressure control
5. Operating Controls
  - i. Check and adjust all operating controls as necessary
6. Refrigeration Circuits
  - i. Check refrigeration charges
  - ii. Leak check systems as required
7. Compressor Motors
  - i. Tighten terminals
  - ii. Check motor leads

**8. Condenser System**

- i. Check for heat transfer
- ii. Check belts
- iii. Clean coils

**9. Evaporator Sections**

- i. Clean coils
- ii. Check condensate drain lines
- iii. Change air filters
- iv. Check belts (replace as required)
- v. Clean coils

**10. Reports to Manager**

- i. Provide a written report of recommendations to manager of additional services
- ii. or repairs deemed necessary for efficient operation.

In accordance with ICM Corporate policy, we cannot be held liable for damaged goods caused by equipment failure. This contract can be canceled by either party, with a thirty (30) day written notice.



## Customer's Acceptance

Service Contract Coverage July 1, 2022 – June 30, 2023, **\$13,003.00 per year**  
(Payable at **\$3,250.75 per quarter**). This Service Contract shall begin July 1, 2022  
and continue for one (1) contract year.

If this proposal meets your acceptance please sign, date, and return with your  
appropriate purchase order.

*Alyssa M. Gunther*

Alyssa M. Gunther  
VP of Operations  
ICM Mechanical Contractors  
Office: (914) 613-9773  
icmcorp@optonline.net

\_\_\_\_\_  
Village of Dobbs Ferry

\_\_\_\_\_  
Purchase Order

\_\_\_\_\_  
Acceptance Date