



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: JULY 14, 2020

AGENDA ITEM SECTION: MATTERS REQUIRING ACTION

AGENDA ITEM NO. : 3

AGENDA ITEM: CONSIDER A MOTION TO AWARD THE CONTRACT FOR THE ANNUAL HVAC MAINTENANCE CONTRACT FOR THE LIBRARY TO K & S HVAC FOR AN AMOUNT OF \$3,000.00 AS RECOMMENDED BY MS. ELIZABETH HOBSON/LIBRARY DIRECTOR

ITEM BACKUP DOCUMENTATION:

1. E-MAIL DATED JULY 2, 2020 FROM MS. ELIZABETH HOBSON/LIBRARY DIRECTOR TO THE BOARD OF TRUSTEES
2. K & S HVAC CONTRACT

Liz Dreaper

From: Elizabeth Hobson <ehobson@wlsmail.org>
Sent: Thursday, July 2, 2020 12:17 PM
To: Christy Knell; Donna Cassell; Lawrence Taylor; Maura Daroczy; Michael Patino; Nicole Sullivan; Vincent Rossillo
Cc: Edmond Manley; Liz Dreaper
Subject: HVAC Quotation for Library

[EXTERNAL] This email is from outside the Village of Dobbs Ferry - Please use caution when opening links and attachments!

Dear Village Board of Trustees,

I reached out to K & S HVAC, D.P. Wolff, and ICM HVAC to give us a quote for regular maintenance of the Library HVAC system, but only received a quote back from K & S. Their quotation is in the amount of \$3,000, which is the same price they charged us for last year (they did not increase their price from 2019).

I would like to award the contract for the annual HVAC maintenance service for the Library to K & S HVAC in the amount of \$3,000.

Thank you for your consideration.

Sincerely,
Elizabeth Hobson

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Elizabeth A. Hobson, Director
Pronouns: She/Her/Hers
Dobbs Ferry Public Library
55 Main Street,
Dobbs Ferry, NY 10522
(914) 693-6614
ehobson@wlsmail.org
www.dobbsferrylibrary.org



K & S HVAC
 598 Madison Court
 Yorktown NY 10598
 Phone: (914) 438-1618
 Email: kshvac8@gmail.com



Contract

Billing Information
 dobbs ferry library
 55 main st
 dobbs ferry NY 10522

Order Number: **2019040908419243**
 Date: 04/09/2019
 Install Date: 06/01/2020 8:00 AM
 Technician: David Keehan

Contact Information
 Email: ehobson@wlsmail.org, ecanora@wlsmail.org
 Primary Phone: 914-693-6614

Service Address
 55 main st
 dobbs ferry NY 10522

Notes

regarding service & maintenance contract
 June 1 2020 - may 30 2021
 spring start up
 will clean condensers on two split ac units
 change filters & belts on all ac units {belts and filters extra }
 clean all condensate drain lines
 grease all motors, bearings, pumps on all ac units
 check vav boxes {fan powered} for proper operation
 check freon levels on all ac units
 start up all ac units check for proper operation
 all work for spring start up to be completed for \$ 1500.00 to be paid upon completion

fall start up
 will clean gas boilers & check for proper operation
 change filters and belts on all air handlers { belts & filters extra}
 grease all heating pumps, blower motors, bearings
 check vav boxes for proper operation
 check two hydronic heating units
 start up all heating units check for proper operation
 all work for fall start up to be completed for \$1500.00 to be paid upon completion

Description Of Service	Quantity	Unit Price	Amount
service & maintenance	1	\$3,000.00	\$3,000.00
Sub Total			\$3,000.00
Sales Tax			\$0.00
Total			\$3,000.00
Payment			\$0.00
Cash			\$0.00
Balance			\$3,000.00

[Click here to sign and/or pay](#)

TERMS AND CONDITIONS: Estimate are Good for 30 Days

1. For the purposes of convenience "company" will be used in place of K & S HVAC.
2. Customer agrees and understands that upon signing the contract all equipment and parts, which are sold pursuant hereto, shall