



## **Tender: Equipment needed for HVAC installation**

### **Overview**

Manhattan Youth Recreation and Resources, Inc., needs certain HVAC equipment in connection with construction of Manhattan Youth's Downtown Community Center at 120 Warren Street in Manhattan. The 30,174 square-foot Center is located on four floors of a new condominium development, with a first-floor great hall and reception area, second-floor classrooms, a basement area featuring a 75-foot swimming pool and changing rooms, and a sub-basement with program rooms and a black-box theater. The bulk of the HVAC equipment will be sited on a mezzanine above a portion of the main floor, with no roof access. Drawings specifying equipment locations will be made available on request.

### **Request for equipment bids and submission requirements**

The equipment purchased must be as specified on the following pages or exact equivalents due to architectural specifications and the fact that all equipment must be integrated into a larger HVAC installation. Because delivery times and staging of equipment must be coordinated tightly with an ongoing construction schedule, Manhattan Youth requests that bids be for the entire equipment specification or for complete major subsidiary components.

All proposals must be printed or typed on 8 ½" by 11" paper and must include the following information:

- Firm name and contact person's name, address, phone, fax, and e-mail.
- The year the firm was established.
- Pertinent background information about the firm.
- Three business references for past purchasers of HVAC equipment.
- Signature of the firm's principal or lead individual and the date of the signature.
- Detailed schedule of equipment and unit prices
  - All equipment pricing to be net of sales taxes
  - Manhattan Youth is a nonprofit organization exempt from sales tax.
- Detailed schedule of equipment availability and delivery timeframes.
- Guaranteed price including delivery at date and time to be agreed.

### **All proposals must be submitted to:**

Manhattan Youth  
Attn: Jim Hopkins  
225 Broadway, Suite 1020  
New York, NY 10007  
Or by fax: 212-766-3980

Deadline has been extended--all proposals must be received prior to 5 PM EDT on November 26, 2007.