

Town of Old Saybrook
REQUEST FOR PROPOSALS for
Department of Public Works Boiler Replacement
February, 2021

The Town of Old Saybrook is seeking proposals from a mechanical contractor for the removal and replacement of an existing boiler with a new Smith 19HE (4) tankless water boiler located in the machine room of the Department of Public Works (DPW) garage at the 497 Middlesex Tpke.

Sealed proposals must be received by Friday, February 26, 2021 at 2:00 p.m.

A MANDATORY WALKTHROUGH WILL OCCUR ON SITE AT 10AM ON February 19, 2021.

SELECTION CRITERIA

The selection for award will be based on the most responsible, responsive and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to competently complete the work in a timely fashion. The Town of Old Saybrook reserves the right to accept or reject any or all proposals, to waive technicalities or to award the contract to the most qualified bidder who does not submit the lowest bid if it is in the best interest of the town.

PROJECT SCOPE

The Contractor for this project will be responsible for installing one cast iron Smith 19HE (section 4) tankless water boiler complete with Carlin 301 Burner, Hydro level low water cutoff, Honeywell high Limit, Honeywell Operating Aquastat, Spirovent, air eliminator, water feeder, make up water valves, isolation flange shutoffs, flue piping and associated circulator pump. The existing insulation wrapping on the boilers piping in the machine room will be removed and rewrapped with new insulation material of the same thickness.

The Contractor will complete all required high voltage and low-voltage control wiring and required programming. The Town's DPW will provide a double walled oil tank and place it in the existing vault for the Contractor to connect and purge the existing oil line between the tank and new oil burner to complete the turn key commissioning process for this new heating system.

Miscellaneous material including an appropriately sized venting and piping, hydronic piping fittings, necessary valves and associated hardware and fittings. Roof penetrations, parts and labor will include a two-year warranty.

PROJECT TIMETABLE

This project is projected to be completed this spring. The Proposer should bid the total cost of the work, parts and labor included as well as an estimated timetable for completion. Any change orders for payment must be submitted in writing to the First Selectman who must agree with the change order which will be signed by both parties. All work will be inspected by the Project Manager, towns Building Inspector and Fire Marshal.

REQUEST FOR PROPOSALS CONDITIONS

- Prior to submitting a bid, the contractor is responsible for examining existing conditions and available supporting documents which may reasonably affect their work on the project. A pre-bid opportunity to view existing conditions will be offered by the First Selectmen's office directly after the scheduled pre-bid meeting at the site.
- Costs and expenses incurred by Contractor in preparing or submitting proposals are the sole responsibility of the Contractor.
- All proposals in response to this RFP are to be the sole property of the Town of Old Saybrook will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- The Town of Old Saybrook may amend or cancel this RFP prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town of Old Saybrook. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
- The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. There will be no subcontracting of any work associated with this RFP without prior permission from town officials.
- The contractor is required to secure all permits from the Town and submit an insurance certificate naming the town as an additional insured. In addition, the Contractor is required to contact the Building Inspectors office to complete necessary insurance, W-9 form, pay required town fees and show evidence of required state licensing certifications for personnel working on all boiler and hot water equipment,
- No additions or changes to the original negotiated proposal will be allowed to this bid submission without the town's permission and acknowledgment.
- The Contractor must be prepared to present evidence of experience, ability, service qualifications, proof of state licensing and equipment experience if required.
- All wiring of equipment, fixtures, receptacles and switches included in this proposal will conform to the most recent commercial electrical and CT fire codes.
- The Contractor is responsible for costs for providing improved venting material and/or required penetrations to the existing roofing above the machine room. Should the Contractor have to make code required modifications to the existing venting and penetrations to the roofing it must be inspected by the Town Fire Marshal for approval.
- The Contractor is responsible for draining, disconnecting and scraping of the existing boiler parts, expansion and domestic hot tanks and related piping. The Town will remove existing scrap metal parts and transfer used material to the nearby Transfer Station.
- All wiring of equipment, fixtures, receptacles and switches included in this proposal will conform to the most recent commercial electrical and CT fire codes which will be inspected by the town's inspectors.
- Perform all startup and Commissioning for turn key installation requirements.
- Please take note of the minimum insurance requirements table attached for this bid proposal.

PROPOSAL REQUIREMENTS

All proposals must be submitted in sealed envelopes or packages addressed to:

Attn: Office of the First Selectman
Carl P. Fortuna, Jr.
302 Main Street
Old Saybrook, CT 06475
Telephone: 860-395-3123
Email: carl.fortuna@oldsaybrookct.gov
Website: oldsaybrookct.org

Proposals transmitted by Fax or Email will not be accepted or reviewed. Proposals must be submitted in a sealed envelope marked "RFP 2021-DPW-Heating Boiler Replacement for Office/Garage Building.

Any questions with regard to this work are to be in writing/email and directed as above for circulation to and response by a representative of the Town of Old Saybrook. Responses will be sent via email to all interested persons.

OLD SAYBROOK IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MBE'S, WBE'S AND SBE'S ARE ENCOURAGED TO SUBMIT BIDS.

COST SUBMISSION AND PAYMENTS PROCESS

The total amount of this contract shall not exceed \$_____.00 for the work performed in accordance with this Agreement. The Contractor will submit invoices to the First Selectman for the town of Old Saybrook and upon approval payment shall be made to the Contractor by way of check or Automated Clearing House (ACH). Invoices shall be submitted within 30 days of COMPLETED service date and service reports must be included with each invoice detailing time and material.

Final payment will not be made until the job is deemed completed by the First Selectmen's Office.

The Contractor

First Selectmen, Town of Old Saybrook

By _____

By _____

Name _____

Name _____

Date _____

Date _____

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Minimum Insurance Requirements

The selected contractor shall agree to maintain in force at all times during which services are to be performed the following coverage placed with a company(ies) licensed to do business in the State of Connecticut:

General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$ 1,000,000
	Aggregate	\$ 1,000,000

* The Town of Old Saybrook shall be named as “Additional Insured”. Coverage is to be provided on a primary, noncontributory basis.

Workers’ Compensation	WC Statutory Limits	
and Employers’ Liability	EL Each Accident	\$500,000
	EL Disease Each Employ	\$500,000
	EL Disease Policy Limit	\$500,000

The selected contractor shall agree to maintain in force during the contract period.