

Town of Old Saybrook

REQUEST FOR PROPOSALS for Replacement of McQuay (RPS030) Rooftop Unit April, 2023

The Town of Old Saybrook is seeking proposals from a HVAC contractor for the removal and replacement of existing rooftop McQuay (RPS030) 30 Ton unit located at 302 Main Street with a new Daikin (DPSA031) replacement model.

SELECTION CRITERIA: The selection and award of this contract will be based on the most responsible, responsive and qualified bidder that responds to this proposal. Responsibility will be evaluated based on the candidate's previous experiences, qualifications, references, and the ability to competently complete the award of this project in a timely and accepted fashion.

The Town of Old Saybrook reserves the right to accept or reject any or all proposals, to waive technicalities or to award this contract to the most qualified bidder who does not submit the lowest bid if it is in the best interest of the Town. Agreements to pay for this project through partial deposits or percentages for work completed must be discussed and agreed on prior to the award of this contract. The submission of change orders must be made to the First Selectmen's Office for consideration to be valid.

Design specifications submitted for replacement of this new mechanical unit will be subject to the Town's review process which may include the Town's Building Inspector, Fire Marshal and other officials prior to the award of this contract. It is the responsibility of the Contractor to assure the Town the current structural support system installed for the McQuay Unit in 2003 can be used to support the RTU proposed. Substitute RTU proposals must first be approved by the Town and include engineered modifications and design to the existing roof support system for review.

All proposals in response to this RFP will remain the sole property of the Town of Old Saybrook. Bids are due May 31, 2023, at 2 p.m. A voluntary walkthrough will be conducted on May 17, 2023 at 10 a.m.

PROJECT REQUIREMENTS: The Contractor is directly responsible for the safe removal and disposal of the existing Town Hall McQuay Unit off the existing roof site and the delivery and installation of the new Daikin Unit onto the existing steel cradle.

The Contractor will be held responsible for:

- securing all permits from the Town, proof of insurance certificate for liability naming the Town as additionally insured, and proof of Workers Compensation insurance (see page 5),
- examining existing roof conditions, accessibility and supporting drawings which may reasonably affect their experience and ability to comply with the requirements for this project,
- site responsibility for the equipment and vehicular movement used during the delivery of equipment and removal of discarded material; securing and hoisting of both old and new units on and off the roof of the building, which includes the required licensing and required liability insurances,
- insuring on-site safety for all personnel assigned to his project until this project is completed and returned to the Town's control,
- insuring the access control panel doors for the new Daikin Unit are located on the north side facing the gym for easy access,
- replacing existing gas piping and stanchions on the roof with a lower profile with new galvanized piping and stainless-steel supports system,
- replacing suspension springs supporting the old McQuay Unit and replaced with new support springs before the new unit is set in place,
- installing a winterized water supply line on the roof for washing of coils,
- synchronizing the new Daikin Unit controls with the existing buildings software Contractor (New England Energy Controls Inc.) to assure the operation of this new RTU,
- Installing a convenience outlet and safety lighting (including switch) on the RTU for inspection and technician usage,
- Submitting all forms necessary for the Town to qualify for all available energy incentives,
- Coordinating with both Town officials and utility representatives concerning procedures and requirements for gas, electrical and water disconnections, and reconnections during this project,

- submitting detailed as-built drawings, operational manuals and all warranties concerning this RTU.

The installation of the new Daikin Unit should be scheduled to be completed during this calendar year, subject to availability of the RTU, since the current unit is vital to providing air conditioning, ventilation and support for the perimeter heating for the occupants year around. The timing for the replacement of this unit is critical to the continued usage of the building by the occupants. The Contractor will be held responsible for adherence to the agreed timetable used for completion of this project. Change orders for payment must be submitted in writing to the First Selectman and signed by both parties before any additional costs can be added to the project.

PROPOSAL CONDITIONS:

- The Contractor agrees that the proposal will remain valid for a period of 60 days after the submission deadline 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 deemed appropriate or otherwise in the best interest of the Town of Old Saybrook.
- All proposals submitted in response to this RFP are the sole property of the Town of Old Saybrook.
- The Contractor must certify that the personnel identified in its response to this RFP will be the persons actually approved to work on this project. There can be no subcontracting without the Town's approval.
- Expenses incurred by Contractors in preparing and submitting proposals are the sole responsibility of the Contractor.
- No additions or changes to the original proposal or design will be allowed after approval of the original submission without the Town's approval.

OLD SAYBROOK IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MBE'S, WBE'S AND SBE'S ARE ENCOURAGED TO SUBMIT PROPOSALS PRIOR TO THE AWARD OF THIS CONTRACT.

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