

**Town of Eliot
REQUEST FOR PROPOSALS
Town Offices HVAC Upgrades**

I. Intent of this Document:

The Town of Eliot is seeking proposals from vendors to perform services as per the enclosed specifications and instructions provided, for the replacement of existing forced air heating and cooling system, and water heater.

By submitting a response to this document, the respondent is stating that he/she has read the entire document and fully understands the content, purpose, and requirements hereof. This document sets minimum guidelines.

II. Mandatory Pre-Bid Meeting:

All firms interested in submitting bids are required to be represented at a mandatory pre-bid meeting, which will be held on July 13th, 2017 at 11:00 am. Bidders will meet at the Eliot Town Hall, 1333 State Road. During this meeting, a tour of the worksite areas will be conducted in order for firms to familiarize themselves with all existing conditions. Only those firms represented at this meeting will be allowed to submit bids.

III. Submission of Proposals:

In order to submit a proposal the Bidder should be aware of the requirements contained in this Request for Proposals and any additional specifications or attachments, and make every attempt to submit a proposal meeting all requirements as set forth.

Format of Proposals Submitted

One (1) original bid proposal in a sealed envelope must be submitted to:

**Dana Lee
Town Manager
Town of Eliot
1333 State Road
Eliot, Maine 03903**

Proposals must be properly sealed and marked: **“Town Hall HVAC Upgrade”** and must be received at the Town office no later than July 28, 2017 at 1:00 pm, at which time the proposals shall be opened and read. **Proposals submitted via email, facsimile, or delivered any other way than in a sealed, marked envelope as instructed above, will not be accepted.** No proposal submitted shall be further altered in any way after the bid opening, but the Town Manager reserves the right to talk with the firms submitting proposals for clarification on the proposals submitted before forwarding a recommendation to the Eliot Board of Selectman.

Proposals must include price for all requested services including everything listed in the attached specifications / scope of work (Pages 6-7). A project work schedule and plan must also be submitted.

All proposals must be signed by the respondent's authorized representative and must include the typewritten name, position, and the written signature of that representative. The contents of the submission of the successful respondent shall be considered a contractual obligation. Failure to meet these obligations may result in violation of the contract and/or other appropriate action.

The Town of Eliot reserves the right to reject any or all responses to this document, or to waive minor irregularities in the responses. The Town of Eliot reserves the right to accept any proposal that will in its opinion best serve the interest of the Town of Eliot, regardless of whether that bid is the lowest submitted.

A. Questions:

Contact Dana Lee Town Manager 207-439-1813 or townmanager@eliotme.org. **Questions should be submitted no later than July 21, 2017 by 4:00.**

B. Proposal Form:

The Town of Eliot requires that vendors' response to this RFP include a detailed, step-by-step description of the methodology intended for use in performing the scope of work as defined. This description shall include:

1. Letter of Transmittal:

Briefly summarize the services your firm will provide;

2. Project Specifications:

Describe in detail the services your firm will provide, specifically addressing how the points outlined in the scope will be met;

3. Prior Work:

Provide at least three (3) examples of similar projects in terms of scope, size and complexity that your firm has performed for other clients;

4. Timeline:

The commencement of work will be dependent upon adequate Town Funding and approval of the Board of Selectmen. It is anticipated that the earliest start of work could start could be October 1, 2017. The contractor shall provide an estimated lead time from award to start of work.

Bidders wishing to work prior to or after normal work hours (weekdays from 7:00 a.m. to 5:00 p.m.), or during weekends or holidays, this may be allowed with the approval of the Town Manager. Any such off-hours work shall not alter or supplement the bid amount submitted by the Bidder. No overtime or extra charges may be charged for work completed during the weekend or off-hour times as described.

5. References:

Provide the names, addresses and telephone numbers of at least three (3) references who can objectively describe your firm's experience with a project of this size, scope and complexity. Describe any prior experience your firm has working with clients in Maine or similar regions in other parts of the country;

6. Additional Materials:

Additional information is welcomed and may be submitted, however the Town reserves the right to make a decision without regard to any additional information submitted by any firm. The Town reserves the right to require additional supplemental information to determine which proposal best meets the needs of the Town. If such information is requested from any one firm, all firms will be given the opportunity to provide similar information, but will not be required to do so. Any firm may withdraw a proposal at any

time prior to execution of a contract without prejudice and without any reimbursement from the Town for any expenses that may be incurred at any time.

C. Selection Process:

The decision for selection will be made on a combination of criteria including:

- a. **Total cost;**
- b. **Similar successful experience;**
- c. **Project management approach;**
- d. **Documented experience of employees to be involved with this service;**
- e. **Quality and completeness of proposal;**
- f. **Bidder's ability to complete the work required in a timely fashion;**
- g. **Evaluation of the Bidder's understanding of the Town's needs.**

D. Subcontractors:

If you propose a multi-vendor or subcontracted approach, clearly identify all the subcontractors and the responsibilities of each party and the assurances of performance you offer.

E. Payment Terms:

Contract payment shall be **net 30** days upon contract completion and job acceptance by the Town, with a provision to pay invoices within 7 days for materials as they are delivered to the job site, to reduce escalating material costs. Contractor must submit to Town Treasurer a W-9 form if there is not one on file. A retention amount of 10% of the contract value shall be withheld for 60 days after commissioning of the project.

F. Ownership and Collusions/Financial Interest by Town of Eliot Employees:

The Bidder certifies, by signing this proposal that he/she has not directly or indirectly been collusive with any other vendor/consultant or anyone interested in this proposal. Additionally, the Bidder stipulates that no Municipal elected or appointed officer or employee shall be financially interested, either directly or indirectly, in any contract, sale, purchase or lease to which the Town is a party, and the Bidder stipulates that no Town officer or employee has any financial interest, directly or indirectly, in this company.

G. Litigation:

If a dispute develops between the parties to this contract, the parties agree to submit to non-binding mediation to address any controversy or claim arising out of , or relating to this contract or relating to any change orders or other charges or addendums to this contract. In the event of litigation between the parties concerning this Agreement, the laws of the State of Maine shall govern this Agreement and any litigation shall take place in York County, Maine. If any provisions of this Agreement become invalid or unenforceable, the remainder of this Agreement shall not be affected.

H. Assignment:

Neither this Agreement, nor any part of this Agreement, may be assigned without the written consent of the other party.

I. Termination:

The Town of Eliot may terminate this Agreement at any time by providing ten (10) days advance written notice to the successful Bidder.

J. Independent Contractor:

It is agreed that the Bidder is an independent contractor, and all persons working for/or under the direction of the Bidder are its agents, officers and employees, and are not agents, officers, or employees of the Town of Eliot.

K. Insurance:

The successful contractor shall maintain insurance coverage during the entire term of this Agreement. Certificates of insurance coverage shall be filed with the Town Manager, prior to any work being started. The Town of Eliot shall be named as an additionally insured, which shall be subject to the Town's approval as to adequacy of protection and compliance with this condition.

1. Workman's Compensation:

Bidder shall obtain and maintain Workers' Compensation Insurance and Employer's Liability Insurance in the amount of one million dollars (\$1,000,000.00) per incident.

2. Commercial General Liability/Automobile Liability:

Insurance coverage of not less than one million dollars (\$1,000,000.00) per occurrence with the Town of Eliot named as an additionally insured. General liability shall include contract liability. These policies shall be endorsed to include the Town of Eliot, its officers, employees and agents as additionally insured.

3. Verification of Coverage:

Insurance, deductibles, and self-insurance retentions shall be subject to the Town's approval. Original Certificates of Insurance with endorsements shall be received and approved by the Town before work commences. The absence of insurance or reduction of stated limits shall cause work on the project to cease. Any delays shall not increase costs to the Town nor increase the duration of the project.

L. Hold Harmless:

The Bidder shall defend, indemnify and hold the Town of Eliot, its officers, employees and agents harmless from any liability for damage or claims of same, including but not limited to: personal injury, property damage and death, which may arise from the Bidder or Bidder's contractors, subcontractors, agents or employees operating under this Agreement, excepting suits and actions brought by the Bidder for default of this Agreement or to the extent the claim arises out of the sole negligent or willful misconduct of the Town. The Town shall cooperate reasonably in the defense of any action and the Bidder shall employ competent counsel reasonably acceptable to the Town's legal counsel.

M. Reliance on Professional Skill:

It is mutually agreed by the parties that the Town of Eliot is relying upon the professional skill of the Bidder, and the Bidder represents to the Town that its work shall conform to generally recognized professional standards and codes in the industry. Acceptance of Bidder's work by the Town of Eliot does not constitute a release of Bidder's said representation. The Town retains the right to utilize a clerk of the works to oversee the project.

N. Codes, Regulations and Standards:

Bidder Responsibility: The Bidder shall assume full responsibility and liability for compliance with all applicable Federal, State and local codes, regulations and standards pertaining to work practices, hauling, disposal, protection of workers and visitors to the site, and persons

occupying areas adjacent to the site. This includes modification of procedures to comply with changes to codes, regulations and standards which occur during the work of this contract. The Bidder is responsible for providing medical examinations and maintaining medical records of personnel as required by the applicable Federal, State and local regulations. It is the Bidder's responsibility to get and maintain all the proper permits (except the Building Permit), etc. that are required to do this project, that are not provided by the town. The Bidder shall hold the Town's Representatives harmless for failure to comply with any applicable work, hauling, disposal, safety, health or other regulations on the part of himself, his employees or his subcontractors.

O. Warranty:

Specifications pertaining to warranties are provided in the scope of work portion of this document.

P. Right of Rejection:

The Town of Eliot reserves the right to reject any or all proposals, revise specifications, request additional information from respondents, and to request additional proposals in the event that budgeted funds are exceeded by all respondents, or that no satisfactory proposals are received, and to accept the proposal most advantageous to the Town. Failure to meet all specified conditions may invalidate a proposal.

The Town of Eliot is an Equal Opportunity Employer.

Dana Lee
Eliot Town Manager

Bid Sheet
Eliot, ME Town Hall
HVAC Upgrade

Option 1:	Ductless Heat Pump Installation:	_____
	Install Mini Split in Computer Room:	_____
	Install On Demand Hot Water Heater:	_____
	Total	_____

Option 2:	Installation of Propane Furnaces with DX Cooling:	_____
	Install Mini Split in Computer Room:	_____
	Install On Demand Hot Water Heater:	_____
	Total	_____

Town Hall HVAC Upgrade
Option 1
Ductless Mini Splits Option
Rev.: 6.6.2017

A. Primary Bid:

a. Demolition:

i. Removal and discard:

1. The boiler, air handling unit, duct work, hot water heater and associated accessories like hangers, wiring, diffuser, etc.
2. Exterior oil tank and associated tubing.

ii. Fill diffuser openings in ceiling with new tiles to match existing.

iii. If necessary, patch any openings from diffusers in sheetrock walls and ceilings with sheetrock.

1. Tape and spackle.

b. Install Ductless Mini Splits per engineer's drawing M-1 and manufacturer's recommendations.

i. The location of individual room air handlers and the condensing unit(s) need to be approved by the Town representative.

ii. All additional electrical work to be included.

iii. See "New Heat Pump System Schematic Bid Plan" for additional details.

c. Auxiliary Heating (The purpose for this section is to provide sufficient heat during extreme cold periods to keep the building above freezing and maintain indoor comfort levels):

i. Provide either ceiling mounted unit space heaters or electric base board heating elements.

1. All occupied offices with minimal exposed exterior wall shall receive a unit heater. Exact location to be approved by the Town representative.
2. Common areas and larger rooms with sufficient exposed wall shall receive baseboard heating elements.
3. All electric heating elements shall have a separate thermostat that can be set and fixed.
4. Sizing of the supplemental heat shall be designed by the contractor and approved by the town representative.

B. Secondary Work:

a. Remove through the wall air conditioning units from all Offices that have them.

i. Patch the hole in wall to match existing wall (interior and exterior). The patched area shall be insulated.

b. After removal of duct work and diffusers the attic openings shall be sealed and the new insulation added to achieve an R-49 equivalency.

i. Use same insulation as existing.

C. Alternative Pricing:

- a. Design and install a small Mini Split system to maintain a 75°F or lower in the computer room.
- b. Provide budget pricing to install an on demand hot water heater, propane fired. Location of the heater to be in the boiler room. Also, required will be a propane tank and piping to the heater.

Town Hall HVAC Workscope
Option 2
High Efficiency Furnace(s) Option
Rev.: 6.6.2017

A. HVAC Pricing:

a. Demolition:

- i. Removal of the boiler, hot water heater, air handling unit, unusable duct work and diffusers as required.
- ii. Replace ceiling tiles with new where diffusers were removed.

b. Installation:

- i. Install a propane fired "On Demand" hot water heater in the boiler room.
- ii. Install 3 propane fired, high efficiency condensing furnaces and associated duct work, flex, diffusers, balancing dampers and controls.
 1. 2 furnaces to be installed in the boiler room servicing the following:
 - a. Clerk's office and adjoining offices
 - b. Offices and conference room along the back of the building. Provide two zones.
 2. 1 furnace to be installed in the attic next to the Meeting Room to service the Meeting Room, bathrooms and Vestibule.
 - a. Provide a thermostat with "event mode" function and timer to fall back to set point automatically.
 3. Each furnace provided with DX coil and condensing unit for cooling.
 4. Provide appropriate volume of fresh air for each system.
- iii. Install small AC unit to maintain 75 degree temperature in computer room.
- iv. Town will purchase the propane tank if existing one is insufficient.

B. Secondary Work:

- a. Remove through the wall air conditioning units from the Manager's Office.
 - i. Patch hole in wall to match existing wall (interior and exterior). The patched area shall be insulated.
- b. After removal of duct work and diffusers the attic openings shall be sealed and the new insulation added to achieve an R-49 equivalency.
 - i. Use same insulation as existing.
 - ii. Replace attic access door with hinged and insulated door.

Water Heating Upgrades

Replace existing indirect hot water storage tank with new on-demand unit meeting the following requirements:

Fuel is propane. Contractor is to splice into exiting propane line to service the new heater.

Energy Star rated.

Energy Factor equal to .93 or higher.

Flow capacity to be equal to or more than 7 gpm with a 50°F temperature rise.

Combustion and exhaust piping to be PVC. Exhaust discharge to be located away from the boiler combustion air intake.

- Contractor to provide document showing the distance that complies with code.

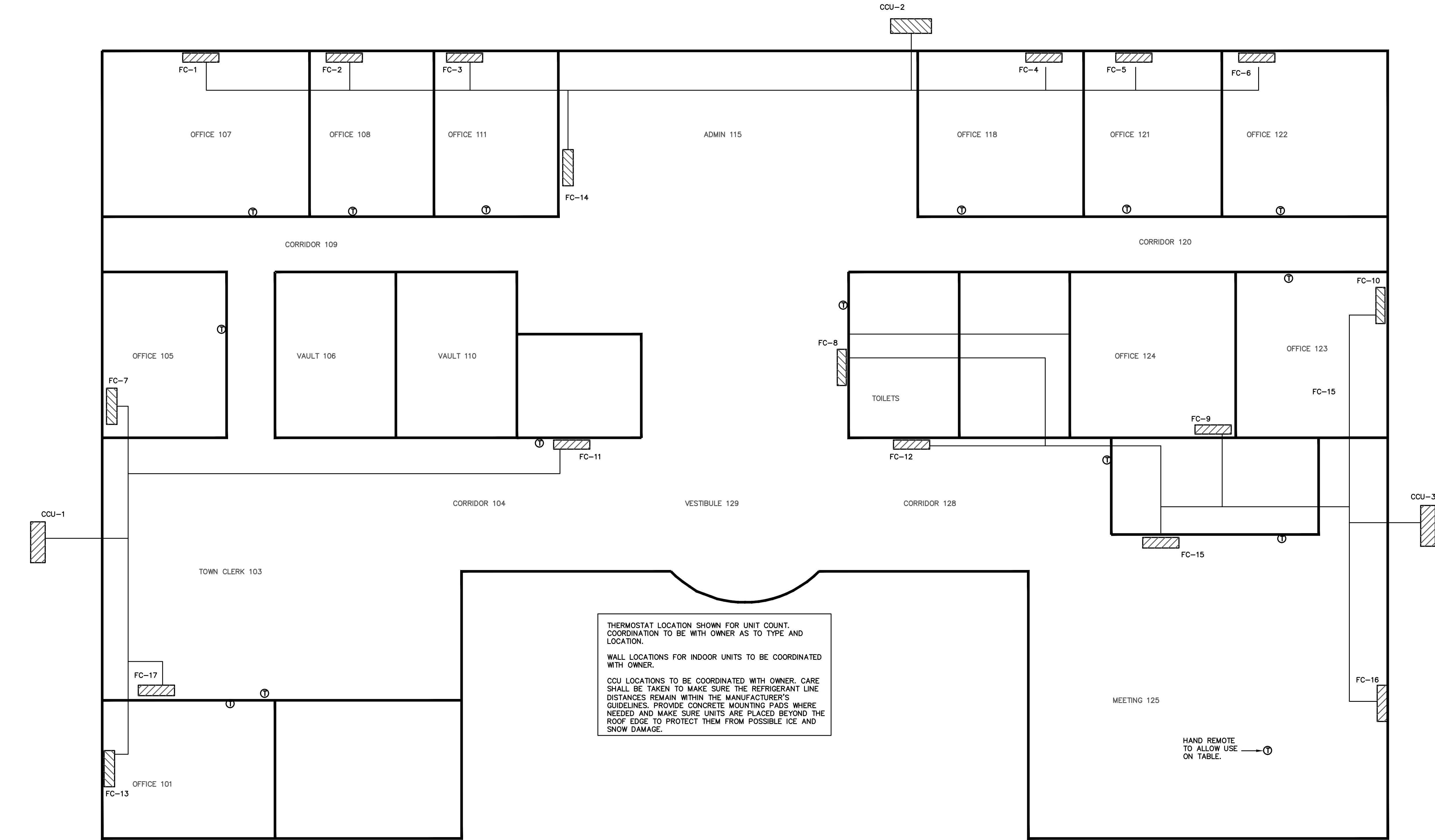
Location of water heater and all piping to be coordinated with the Fire Department. Present location being considered is on the outside of the boiler room wall near door.

Contractor to submit product selection and specification for approval.

The existing water heater is to be disconnected and removed from the boiler room. The Fire Department is responsible for disposing of the water heater.

Piping and electrical work: All new and terminated piping and electrical wiring to be done in accordance with the current code.

- There is a subpanel in the boiler room. The electrician is responsible to verify that it is suitable for an additional circuit to power the new heater.



DUCTLESS FAN COIL UNIT SCHEDULE (FC)											
MARK	MAKE	MODEL	TOTAL COOLING CAPACITY MBH	TOTAL HEATING CAPACITY MBH	HI-LO CFM	VOLT/PH	FLA	MCA	OVERALL DIMENSIONS (IN.) HEIGHT X LENGTH X WIDTH	WEIGHT LBS.	MOUNTING LOCATION
FC-1-13	DAIKIN	MSZ-GE06NA	6.0	7.2	399-145	208/ 1	.76	1.0	11-5/8" X 31-7/8" X 9-1/8"	22	WALL
FC-14	DAIKIN	MSZ-GE12NA	12	14.4	410-162	208/ 1	.76	1.0	11-5/8" X 31-7/8" X 9-1/8"	27	WALL
FC-15,16	DAIKIN	MSZ-GE15NA	14	18.0	533-205	208/ 1	.76	1.0	11-5/8" X 31-7/8" X 9-1/8"	32	WALL
FC-17	DAIKIN	MSZ-GE18NA	17.2	21.6	738-388	208/ 1	.76	1.0	11-5/8" X 43-5/16" X 12-13/16"	37	WALL

PROVIDE AND INSTALL EACH FAN COIL WITH EITHER WALL MOUNTED WIRELESS THERMOSTAT OR HAND HELD WIRELESS CONTROLLER(DISCUSS WITH OWNER) AND WALL MOUNTING BRACKETS. PROVIDE INSTALL AND PIPE ALL FAN COILS WITH A 3/4" PVC CONDENSATE TO EITHER THE OUTSIDE OR TO THE NEAREST P-TRAP AND CONNECT.

COMPRESSOR/ CONDENSING UNIT SCHEDULE (CCU)											
MARK	MAKE	MODEL	TOTAL COOLING CAPACITY MBH	TOTAL HEATING CAPACITY MBH	SEER	HSPF	VOLT/PH	MCA	MOP	OVERALL DIMENSIONS (IN.) HEIGHT X LENGTH X WIDTH	WEIGHT LBS.
CCU-1	DAIKIN	MXZ-4C36NAHZ	36	45	19.1	11.3	208/ 1	42	50	52-11/16" X 41-11/32 X 14"	276
CCU-2,3	DAIKIN	MXZ-8C48NAHZ	48	54	18.9	11.0	208/ 1	42	50	52-11/16" X 41-11/32 X 14"	276

DESIGN DAY
MECHANICALS INC

THE PROJECT MANAGER FOR THIS PROJECT IS NOTED BELOW. PLEASE REFER ALL QUESTIONS, SUBMITTALS AND CORRESPONDENCE TO THE PROJECT MANAGER.

JOHN L. WAITT
EMAIL: JLMEDOTOS.NET
149 BEAVER RIDGE RD., CENTER BARNSTEAD, NH 03223

PH (603) 289-7253
FAX (603) 289-7253

PROJECT:
ELIOT TOWN
OFFICE HVAC
RENOVATION
1333 STATE ROAD
ELIOT, ME

FOR:

TOWN OF ELIOT
CLIENT
ELIOT, ME

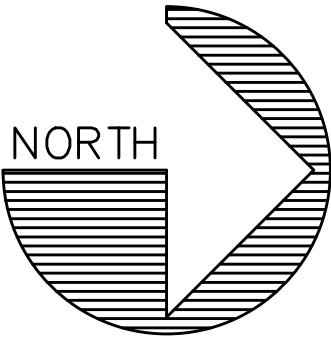
NEW HEAT
PUMP SYSTEM
SCHEMATIC BID
PLAN

REVISIONS:

DESIGNED BY: JLW
DRAWN BY: JLW
CHECKED BY: -

DDM JOB #: -
SCALE: 1/4" = 1'-0"

DATE: 11/09/16



M-1

DESIGN DAY
MECHANICALS INC

THE PROJECT MANAGER FOR THIS PROJECT IS NOTED BELOW. PLEASE REFER ALL QUESTIONS, SUBMITTALS AND CORRESPONDENCE TO THE PROJECT MANAGER.

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PROJECT:
**ELIOT TOWN
OFFICE HVAC
RENOVATION**
1333 STATE ROAD
ELIOT, ME

FOR:
TOWN OF ELIOT

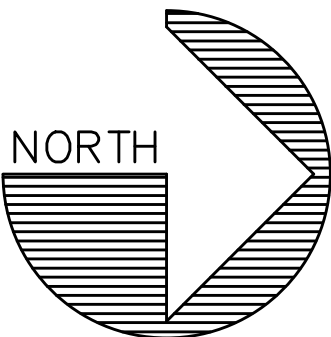
ELIOT, ME

NEW HEAT
PUMP/ LP GAS
HYBRID SYSTEM
PLAN

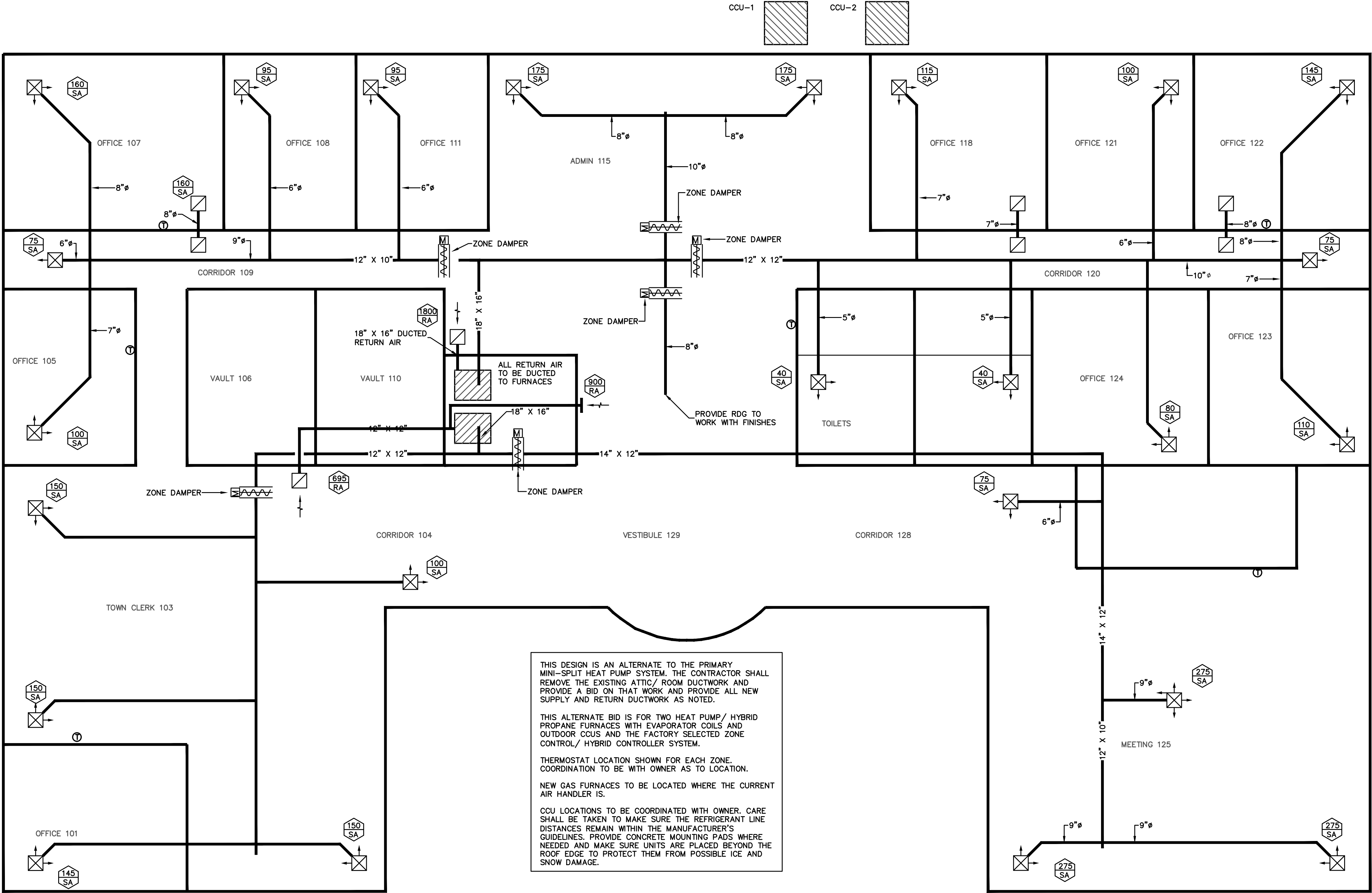
REVISIONS:

DESIGNED BY: JLW
DRAWN BY: JLW
CHECKED BY: -
DDM JOB #: -
SCALE: 1/4" = 1'-0"

DATE: 02/28/17



M-1



GAS FURNACE SCHEDULE (GF)										
MARK	MAKE	MODEL	TOTAL HEATING CAPACITY MBH	HI-LO CFM	AFUE	VOLT/PH	BLOWER HP	UNIT AMPACITY	OVERALL DIMENSIONS (IN.) HEIGHT X LENGTH X WIDTH	WEIGHT LBS.
GF-1	CARRIER	59MN7A080V21-20	31 MIN- 78 MAX.	620-1945	97.2	115/ 1	1	19.1	35" X 26-5/16" X 21"	169
GF-2	CARRIER	59MN7A120V24-22	47 MIN- 117 MAX.	900-1600	97.2	115/ 1	1	19.1	35" X 26-5/16" X 24-1/2"	202

PROVIDE AND INSTALL EACH INFINITY GAS FURNACE WITH A FACTORY SELECTED PROGRAMMABLE THERMOSTATIC CONTROLLER CAPABLE OF WORKING WITH A MULTI-ZONE SYSTEM, AND ABLE TO CONTROL BOTH THE HEAT PUMP CCU AND THE GAS FURNACE. PROVIDE A FACTORY SELECTED EVAPORATOR COIL TO PROPERLY MATCH THE GF AND THE CCU. GF-1 IS A 4 TON SYSTEM WITH 2 ZONES AND GF-2 IS A 5 TON SYSTEM WITH 4 ZONES. PROVIDE INSTALL AND PIPE ALL FAN COILS WITH A 3/4" PVC CONDENSATE TO THE CURRENT CONDENSATE DISPOSAL LOCATION.

COMPRESSOR/ CONDENSING UNIT SCHEDULE (CCU)											
MARK	MAKE	MODEL	TOTAL COOLING CAPACITY MBH	TOTAL HEATING CAPACITY @ 17 MBH	SEER	HSPF	VOLT/PH	MCA	MOP	OVERALL DIMENSIONS (IN.) HEIGHT X LENGTH X WIDTH	WEIGHT LBS.
CCU-1	CARRIER	25HNB948	48	31.1	19.1	11.3	208/ 1	35.4	50	47-7/16" x 35 x 35"	346
CCU-2	CARRIER	25HNB960	56	35.3	18.9	11.0	208/ 1	38.4	60	47-7/16" x 35 x 35"	346