

Youth and Family Services Center

Installation of a new Air Conditioning System

322 Main Street, Old Saybrook, CT 06475



Office of the First Selectman

302 Main Street

Old Saybrook, Ct 06475

Request for Proposals for the installation of a new air conditioning system for 322 Main Street, Old Saybrook, CT.

The Town of Old Saybrook is requesting proposals from experienced contractors to provide services which include the installation of a new air conditioning system for the Youth and Family Services building located at 322 Main Street, Old Saybrook, CT.

Proposals must be received by the Town of Old Saybrook in the office of the Finance Director, located at 302 Main Street, Old Saybrook, CT by 2:00 p.m. on April 30, 2019. In the event of the closure of Town Hall, bids will be opened at the same time on the following business day that Town Hall is open. A pre-bid meeting will be held at 10:00 a.m. on April 23, 2019 at Town Hall in the first-floor conference room and later at the site (322 Main Street) to answer questions concerning this proposal.

The award of this contract will be based on the lowest, responsible, responsive qualified bidder. 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 a bidder other than the lowest bid, and award this contract as it feels will best serve the public interest. Criteria to be evaluated include vendor's previous years of experience, qualifications, and references involving similar projects.

The town of Old Saybrook is an affirmative Action/Equal Opportunity Employer, MBE's, WBE's and SBE's are encouraged to submit proposals.

Please note the proposed cost for this proposal must be submitted by the closing date to qualify your proposal for consideration by this Town.

Project Timetable

The project should be substantially complete 90 days from contract signing and fully complete 120 days from signing. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 30th day of each month during performance of the work provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract.

Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made. Upon Substantial Completion as agreed between Owner and Contractor, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed. Upon final completion and acceptance of the Work by the Owner, Owner shall pay the remainder of the Contract Price.

All proposals in response to this RFP are to be the sole property of the Town of Old Saybrook. All information associated with this project is subject to State laws defining freedom of information and privacy rules, regulations and interpretation resulting from

these laws. The Contractor agrees that this proposal will remain in effect for a period of 90 days after the bid submission deadline.

Scope of Service

The Contractor selected for this project will be held responsible for providing competent persons that are trained, knowledgeable and qualified in the skills necessary for installing a central air conditioning system. It is imperative that the tradesmen and technicians can be relied upon to phase their assignments in tandem with the building's staff and schedule. Preferences for the installation of equipment and materials and manufacturers warranties provided for this project and will be reviewed with the Towns Building Inspector prior to installation.

GENERAL REQUIREMENTS

The Contractor will be required to review in advance of the project the schedule for work days and hours of activity on the job site with the First Selectmen's Office for the Town of Old Saybrook before commencing this project. The Town reserves the right to alter and/or delay this project should individual schedules interfere with the daily operations the Youth and Family Services operations both before and after the project start date at no expense to the Contractor.

At a minimum, the Contractor should be prepared to provide an adequate number of employees on a scheduled basis between the hours of 8:00 AM-4:30 PM, Monday through Friday exclusive of holidays and lunch hours to complete the tasks enumerated under this contract. An estimated start date and completion date excluding weekends will be agreed upon prior to starting the project. The Contractor is responsible for cordoning off work site access from general public access when it involves impacting construction work areas.

The Contractor shall assume full liability for adhering to state Conn OSHA requirements inspections and local regulations. The Contractor is required to provide liability insurance covering employees work practice accidents, protection of workers on the job site, and usage of vehicles for hauling materials on the site. The manufacturer's standard warranties or guarantees will apply when their products are used on this site. See Town of Old Saybrook "Guarantee/Warranty form which must be completed by the Contractor and submitted to the Town prior to the last project payment.

SPECIFICATIONS

The Contractor for this project will responsible for ordering and installing two new 3-ton American Standard, 16 SEER air conditioning systems in the Youth and Family Services building. Specifically, this includes but is not limited to the installation of:

One American Standard, 4A7L6036A1COTA, 16 SEER, 3 Ton Side Discharge Condenser with epoxy coated coil and TEM4A0C37S31SB, a 3 Ton Air Handler and a secondary drain pan with electronic flood protection, sealed and R8 insulated galvanized duct system with five

flexible branches and three returns in the basement area of the first floor to feed the offices and conference room located above, and

One American Standard, 4A7L6036A1COTA, 16 SEER, 3 Ton Side Discharge Condenser with epoxy coated coil and TEM4A0C37S31SB, a 3 Ton Air Handler and a secondary drain pan with electronic flood protection, sealed and R8 insulated galvanized duct system with flexible branches and 6 returns in the attic of the second floor to feed the offices and hallway located below.

Both floors will be supplied with refrigerant piping using an exterior line hide system, refrigerant, temperature controls and related wiring. Power supply line connections and parts will be provided by a separate electrician supplied by the Town. This equipment and calculations have been recommended to meet the minimum heat load/loss calculations for the two occupied floors of assignable space in this building. In addition:

- The Contractor will be held responsible for reducing all unnecessary noises that may radiate from the installed equipment upon completion of this project. It is important that the Contractor design, select and install the equipment that best meets this requirement. The Youth and Family counselors must be permitted to interact with their clients in the privacy and comfort of their offices when they are conferencing with their clients;
- A minimum of one thermostat will be centrally located on each floor;
- Consideration for removing humidity from the basement and head room should be considered in the design, location and connections of the ductwork and equipment.
- The building was designed and built in the 1800's and may not necessarily support your typical air conditioning design and duct configurations. The Contractor must make every effort to install the necessary operating equipment and ductwork using available space efficiently in both the basement and attic areas available.
- Every effort will be made to optimize the limited space available to balance the supply and return openings for the installation of the ductwork throughout the floors and ceilings of this structure. Every effort must also be made to study the structural effects the cutting of these openings may have on the integrity of this dated structure. Additional support material may have to be installed to strengthen the floors and ceilings around the openings where the diffusers and grilles are secured.
- Equipment and metal ductwork located in the attic and basement should be covered with at least R8 insulation while the flex covering rating should have an R8 rating. A secondary overflow pan, safety switch and pump are required for drainage for water emergencies. Drainage piping may have to be installed to permit this.
- The contractor is responsible for determining the electrical load requirements for all of the equipment installed. The building currently has a 200-amp electrical panel which may require reconfiguration of the breakers and/or the addition of subpanels and/or wiring connections between the basement, attic and outside equipment on their pads. The location of the condensers (epoxy coated), blower units and

necessary wiring must be approved and inspected by the Town's Building Inspector.

- The Contractor is required to file for a building permit with the Building Inspectors Office for the Town of Old Saybrook prior starting the project which is located on the second floor of Town Hall. (No fee will be charged.)
- The Town's Building Inspector, Fire Marshall and/or Town representative reserve the right to cease the operations for this project should the progression of the scope not be up to the Town's satisfaction.
- The Contractor may work off hours if desired. Discussion and approval with Town officials is required.
- The Contractor will be responsible for their employees' safety and maintaining valid insurance and liability coverages for this project. The wearing of appropriate safety foot wear, eye protection and adherence to safety precautions are required to work on Town property. Adherence to existing OSHA regulations and the proper training of workers on this job site are the responsibility of the Contractor.
- The Contractor is responsible for reporting accidents involving personnel, vehicles and equipment on the site to the First Selectman Office and the Old Saybrook Police Department for investigation and official reporting purposes.
- The security of building materials stored on site, especially ladders, roofing supplies, vehicles, and safety of all operating equipment are the responsibility of the Contractor.
- Necessary ground level protection measures will be taken on the site to identify and allocate vehicle parking, product delivery, storage, staging, ladders, and dumpsters. The removal of all debris and/or discarded equipment resulting from this project are the responsibly of the Contractor.
- Protection measures must also be taken to shield falling debris from damaging the exterior of windows, doors, and the building exterior. Precautions must be taken to protect the exterior windows from falling debris at all times.
- Pedestrian access and egress routes during construction of the must be kept open during working hours for pedestrian and employee access.
- The Contractor will provide portable sanitary facilities adequately supplied and maintained for workers using this job site if required.
- Given the small footprint of this work site every effort should be made by the Contractor to acknowledge the constant need to maintain an active safety plan. This is important for assuring the safety of the workers on the job site, those working in the building and visitors accessing this building on a daily basis.

- The Contractor will discuss the positioning of compressors and fan units with the Towns representative prior to their placement on the site or in the building.
- The Contractor will discuss vehicular parking and equipment deliveries in and around this site prior to commencing this project.
- The Contractor is solely responsible for the protection and safekeeping of building products, including any damage, or losses due to theft or vandalism of building products and equipment stored on this site.
- The Contractor will be held responsible for performing the necessary cooling and balancing calculations for all the assignable spaces;
- The Contractor will designate a 24-hour emergency contract person for the duration of the project, in addition to supplying the name, address, and telephone number of the individual with local police and fire officials.

No change orders will be recognized as valid or will be initiated by the Contractor for this Project unless they are submitted in writing with labor, installation costs, overhead, profit and any other related expenses to the First Selectman's office and approved in advance of the change(s) proposed. Change orders must be approved in writing by both parties.

The Town of Old Saybrook reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Contractor is in default of any prior Town of Old Saybrook contract, or if the proposal limits or modifies any of the terms and conditions and/or specification of this RFP. The Town of Old Saybrook also reserves the right to waive technical defects, irregularities and omissions if, in its judgement, the best interest of the Town of Old Saybrook will be served.

The Town of Old Saybrook reserves the right to correct inaccurate awards resulting from clerical errors. Such action on the part of the Town of Old Saybrook shall not constitute a breach of contract on the part of the Town.

Required information to be completed by the Contractor:

Contractor on Site: _____

Total Bid Price: _____

Start date for Project: _____

Finish date for Project: _____

