



Town of Chaplin, Connecticut

Incorporated 1822
495 Phoenixville Road, Chaplin, Connecticut 06235
Telephone: (860) 455-0030 Fax: (860) 455-0027
dpw@chaplinct.org

Request for Proposal(s) For Heating Venting and Air Conditioning Upgrades to Chaplin Fire Department

Release date: Tuesday, May 2nd, 2023

Pre-proposal meeting: 9:00 am Tuesday, May 9th, 2023
Chaplin Fire Department, 106 Phoenixville Road

Deadline: Thursday, May 18th, 2023 by 12:00 noon.

Proposal Opening: Thursday, May 18th, 2023, at 2:00 pm.

Proposals received: Chaplin Town Hall at 495 Phoenixville Road

Public Works Contact: David Stone, DPW Supervisor
(860) 455-0030 or cell (860) 576-2574

Town Hall Contact: Susan Welshman, Administrative Assistant to the First
Selectman, 860-455-0073 ext. 310

Chaplin Public Works Department is requesting proposals from contractors to provide mechanical services for the Town of Chaplin at the Chaplin Volunteer Fire Department, 106 Phoenixville Road. Said services will include the one-for-one replacement of the current Heating

Venting and Air Conditioning (HVAC) system. Services will also include design, project management, and assurance of conformity to all state and local applicable permits and building codes.

A copy of this RFP can be obtained from the Town of Chaplin website at www.chaplinct.org before the expiration date of this solicitation. It is incumbent upon the Respondent to check the website for additional information and/or addendums. Copies of this RFP can also be obtained from Town of Chaplin, Town Hall, 495 Phoenixville Road, Chaplin CT 06235. If you have any questions, please call the contact identified above as it relates to your concern. Questions regarding the scope of services must be submitted to the Public Works Contact, David Stone at (860) 455-0030 or cell (860) 576-2574 prior to the deadline on Tuesday, May 18th, 2023, at 12:00 noon.

Proposals are due prior to Tuesday, May 18th, 2023, at noon. and must be delivered or mailed to First Selectman's Office located at 495 Phoenixville Rd. Chaplin, CT 06235.

Late Proposals will not be accepted.

I. PURPOSE AND GENERAL INFORMATION

It is the intent of this Request for Proposal to solicit bids for professional mechanical services for the Town of Chaplin, through its Public Works Department. Town of Chaplin is inviting proposals from State of Connecticut licensed Contractors to provide the replacement of the Chaplin Fire Departments HVAC system. The work is scheduled to be performed and completed by September 30th, 2023.

II. SCOPE OF SERVICES

- Disconnect, cap off, make safe all electrical and gas piping to 3 air handling units on mezzanine and 3 outdoor condensing units.
- Evacuate, remove, and properly dispose of all units.
- Furnish and install 3 new Propane Fired Condensing Furnaces of equal or greater value, output, and efficiency.
- Furnish and install 3 new condensers on existing pads.
- Relocate cold air intake to front of building – facing Route 198.
- Provide all line and low voltage electrical labor and materials.
- Furnish and install all refrigerant, condensate, gas, and flue piping material.
- Provide and install all required ductwork transitions.
- All existing control features and thermostats to be tested and re-used or replaced if warranted.
- Provide testing and quality assurance.

III. RESERVES THE RIGHT TO REJECT

The Town of Chaplin reserves the right to select the service provider which best meets the Town's goals and objectives, needs, budget constraints, and quality levels, as well as its service level expectations. The Town reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part or not at all and/or to determine which proposal is the lowest and/or best to enter into a Contract, as it may deem to be in the best interest of the Town of Chaplin.

IV. PREPARATION OF THE PROPOSAL

Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information required by the Town of Chaplin. One (1) entire original proposal must be submitted to the Chaplin First selectman's office by Tuesday, May 18th, at 12:00 noon. The original must be marked as an original. At a minimum, the proposal should contain the following information:

- Business Organization - State the full name, address, phone number, fax number and email address of your business and whether you operate as an individual, partnership, or corporation.
- List of business experiences with federal, state or municipal programs pertaining to HVAC projects.
- Proof of appropriate state certifications - Provide proof that you are licensed to operate in Connecticut.
- Qualifications - Include a brief narrative description of the proposed services that will be delivered and the equipment available to perform the services. Please indicate completed projects of similar nature. Also indicate a contact person for each reference cited.
- List brand names of all proposed equipment including their specifications.

V. INSURANCE REQUIREMENTS - CERTIFICATE OF INSURANCE

The contractor shall furnish certificates of insurance in the following accounts:

- Comprehensive General Liability including premises/operations, contractual independent contractors, broad form property damage and personal injury. Limits of liability shall be combined bodily injury and property damage:

- Auto liability, including owned, non-owned and hired – limits of liability shall be combined bodily injury and property damage: \$1,000,000. Each occurrence: \$1,000,000 Aggregate.
- Excess Liability – Umbrella Form: \$1,000,000
- Workers' Compensation Insurance – Limit of liability shall be the statutory limits. State whether the sole proprietor and/or partners have elected to be included.
- The contractor shall have a certificate issued showing the Town of Chaplin as an additional named insured for the duration of the contract.
- Certificates shall be filed with the town's agent before work is started and contain a thirty (30) day written notice of cancellation clause.
- All personnel on site shall follow ANSI and OSHA standards for personal protective equipment.
- The contractor shall be responsible for damage incurred to town or personal property within the work zone.

VI. AGREEMENT/EXCEPTIONS

Submission of a proposal indicates the Contractor agrees to the terms, conditions and other provisions contained in the RFP, unless the Contractor clearly and specifically presents in its proposal any exceptions to the terms, conditions, and other provisions contained in the RFP. Exceptions presented in a proposal are not to be considered incorporated into the contract between The Town of Chaplin and the selected Contractor unless and until The Town of Chaplin agrees to accept such exceptions. The selected Contractor must acknowledge and agree that the contract resulting from this RFP includes the terms, conditions, and other provisions contained in the RFP, the proposal selected (including any exceptions accepted by The Town of Chaplin) which is acceptable to The town of Chaplin and is not in conflict or contravention of the RFP, and any other documents mutually agreed upon by The Town of Chaplin and selected Contractor. No oral statements or any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP or the resulting contract. A formal contract will be awarded after the selection of a contractor for the services identified in the scope of services by The Town of Chaplin. The contractor shall not assign the contract or any part thereof to any other person unless such assignment is first approved in writing by The Town of Chaplin, it being understood that the contract shall not be assignable unless the proposed assignee is acceptable to the municipality. The request for assignment must include evidence that the proposed assignee qualifies under all requirements of the contract and must be addressed as defined in the contract for services.

VII. PROPOSAL SUBMITTAL

One entire original proposal must be submitted to the Chaplin First Selectman's office as follows: Town of Chaplin 495 Phoenixville rd. Chaplin CT 06235. All proposals must be received prior to Tuesday, May 18th, 2023, at 12:00 noon. Proposals may be mailed or dropped off at the Chaplin Town Hall. Proposals must be received in the First Selectman's Office by 12:00 noon for it to be considered in the RFP review process.

VIII. EVALUATION OF PROPOSALS

Only proposals meeting minimum qualifications will be evaluated. Certification by the State of Connecticut is required. Personnel must be State of Connecticut licensed. The Town of Chaplin will evaluate proposals based on, but not limited to, the following criteria:

- Experience in HVAC and mechanical work
- Capability of contractor and/or personnel
- References
- Price the Town of Chaplin reserves the right to accept or reject any or all proposals, in part or in total, and to waive any irregularity in any proposal if it is deemed to be in the best interests of The Town of Chaplin. The Town of Chaplin reserves the right to reject the proposal of any contractor who has previously failed to perform properly, or to complete on time, contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, suppliers, or employees. The Town of Chaplin reserves the right to make an award based solely on the proposals submitted or to negotiate further with one or more vendors. The contractor selected for the award will be chosen on the basis of greatest benefit to The Town of Chaplin, not necessarily on the basis of lowest price. All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the contractor. All supporting documentation and manuals submitted with this proposal will become the property of The Town of Chaplin unless otherwise requested by the contractor at the time of submission.

Please provide a list of municipal and/or commercial client references and include contact information:

1. _____
2. _____
3. _____

Bid Summary

Price to Upgrade CVFD HVAC System: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Company Representative Name: _____

Company Representative Signature: _____ Date: _____

Town of Chaplin Signature: _____ Juan Roman III Date: _____