

Town of East Haven
Board of Education
Bid # 16-004

Air Handlers @ High School

Sealed bid may be submitted to the Finance Office at the East Haven Town Hall, 250 Main Street, East Haven, Connecticut 06512, until 10:30 AM, April 12, 2016 @ 10:30 AM, at which time they will be opened.

Scope:

Contractor shall supply all labor and materials for remounting and relocation of the Air-Handling Units: Eight Units (8) with one freeze-up control; and, nine (9) units with two freeze-up controls with the following standards:

1. At the present time, the low limit controls are located on the inlet side of the hot water coils, where they should be.
2. Mount new freeze-up controls (low –limit controls) on the outlet side of the hot water coils.
3. Start-up and checking of operation.

Complete written specifications of proposed equipment and sequence of removal and start-up shall be part of the proposal. Any and all building modifications shall be defined in detail in the proposal. All sub-contractors must be approved by the East Haven N Board of Education designate. It is absolutely essential that this proposal is all inclusive from removal to start up.

A three (3) year Service / Maintenance Contract is to be included.

Specifications and forms on which bid must be submitted may be obtained at the Finance Office March 29, 2016 or on the following Town Website:

www.townofeasthavenct.org

The Director of Finance reserves the right to reject any and all Bids or to waive defects in same if it be deemed in the best interest of the Town of East Haven to do so.

The Town of East Haven is an Affirmative Action Equal Opportunity Employer.

Paul Rizza
Director of Finance

Request for Proposal

It is the intent of this Proposal to furnish the East Haven Board of Education with **the remounting and relocation of the low limit controls on the air-handling units at East Haven High School.**

1.0 General Conditions

Contractor must show proof of minimum annual sales of \$600,000.00

1.1 Term of Contract

The contract will commence _____ and expire _____, 2016.

1.2 Option to Renew

The East Haven Board of Education reserves the right to extend the contract.

1.3 Termination

The East Haven Board of Education reserves the right to cancel this agreement with (15) fifteen days written notice.

1.4 Method of Ordering

Individuals specifically authorized by the East Haven Board of Education will place written orders directly to the contractor. A written purchase order number will be given for each project. This number **MUST** appear on the invoice as well as where the work was performed and a brief description of what was actually done.

1.5 Invoicing

Invoices shall be mailed to East Haven Board of Education, Attn: Finance Department 35 Wheelbarrow Lane, East Haven, CT 06513

1.6 Delivery

All parts and labor will be quoted FOB various East Haven Board of Education locations, unloaded and installed. Travel time for contractor's personnel will not be included as part of this contract.

1.7 Repair and Replacement Parts

All equipment furnished must be equal or exceed that of the original being replaced. Equipment must be compatible with existing air-handling units and components.

1.8 Contractors Performance

Contractor shall furnish necessary labor, tools, equipment and supplies to perform the required services at the East Haven Board of Education facilities. The East Haven Board of Education's authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under this contract. If, in the opinion of the East Haven Board of Education's authorized representative, performance becomes unacceptable, the East Haven Board of Education shall notify the contractor.

The contractor will have (1) one day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the specified period, the East Haven Board of Education shall have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the agreement for default.

1.9 Insurance

Contractor, performing as an independent contractor, shall be fully responsible for providing Workers Compensation, Commercial General Liability and Automotive Liability coverage as follows:

- A) ~~Workers Compensation Statutory~~
- B) Employer's Liability \$500,000 (each accident)
- C) Commercial General Liability in the amount of \$1,000,000.00

1.10 Access to Work Area

East Haven Board of Education personnel will identify project areas, storage areas and parking to be utilized by the contractor.

1.11 Suspension of Work

The East Haven Board of Education reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the East Haven Board of Education. This suspension will be without compensation to the contractor other than to adjust the contract completion or delivery requirements.

1.12 Equipment Safety

The contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment

required to protect its employees, the public, surrounding areas, equipment, vehicles and East Haven Board of Education personnel. Any company that has a history or a high incidence of accidents may be disqualified if deemed necessary by the East Haven Board of Education.

1.13 Workmanship

Where not more specifically described in any or the various sections of these specifications, workmanship shall conform to all of the methods of operations of best standards and accepted practices of the trade and shall include all fabrication, construction or completion. All work shall be performed by personnel skilled in their respective lines of work and be certified or licensed as required by National, State, or Local law.

1.14 Cleaning

The contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. All surplus materials, rubbish and debris shall be disposed of by the contractor and at the contractor's expense.

The work area shall be cleaned at the end of each work day unless prior approval has been granted by the East Haven Board of Education. The East Haven Board of Education shall not be responsible for theft or damage to the contractor's property. In the event that a project cannot be finished by the end of the work day, the contractor shall secure the area in a way that is safe to the public and East Haven Board of Education personnel.

1.15 Hours of Work

All work under this contract will be coordinated with East Haven Board of Education personnel.

1.16 Security

The East Haven Board of Education does not assume responsibility, at any time, for the protection of or loss of materials from the time the contractor operations have commenced until the final acceptance of the work is acknowledged by the East Haven Board of Education.

1.17 Final Inspection and Acceptance

The contractor will request an East Haven Board of Education designee to conduct a site inspection after the project is complete. The designee will prepare a punch list if needed during the inspection and will forward a copy to the contractor.

After the punch list items have been corrected, the contractor will request a final inspection. Final project approval is contingent on the final inspection and written approval by the East Haven Board of Education. This shall include an East Haven Board of Education employee's signature on a valid work order.

1.18 Property Damage

Contractor agrees to repair at contractor's expense any damage that was caused to East Haven Board of Education owned property by contractor.

2.0 Scope

Contractor shall supply all labor and materials for **remounting and relocation of the Air-Handling Units: Eight (8) units with one freeze-up control; and, nine (9) units with two freeze-up controls with the following standards:**

- 1) **At the present time, the low limit controls are located on the inlet side of the hot water coils. These need to be mounted on the outlet side of the hot water coils where they should be.**
- 2) **Mount new freeze-up controls (low-limit controls) on the outlet side of the hot water coils.**
- 3) **Start-up and checking of operation.**

Complete written specifications of proposed equipment and sequence of removal and startup shall be a part of the proposal. Any and all building modifications shall be defined in detail in the proposal. All subcontractors must be approved by the East Haven Board of Education designee. It is absolutely essential that this proposal is all inclusive from removal to startup.

A three- (3) year Service/Maintenance Contract is to be included.

2.1 Repair Warranties

Contractor shall list on the invoice or work order the brand name and part number of all replacement or used parts. All repairs shall be warranted for a minimum of (90) ninety days from date of repair. If the same item must be repaired again for any failure during the warranty period, the follow-up service will be performed at no charge to the East Haven Board of Education including labor. Parts which carry a standard warranty that exceeds (90) ninety days shall be honored by the contractor.

2.2 Labor Rates

Labor rates will start upon arrival at the job site and end upon completion that day at job site. The East Haven Board of Education will not accept any travel charges. As is general practice in this industry, subcontractors may be used, providing all other specification's listed are adhered to.

2.3 Work Hours/Labor Rates

Regular work hours shall be 7:00 a.m. to 6:00 p.m., Monday through Friday, East Haven Board of Education holidays excluded, regular hour rate shall apply.

Overtime hours shall be all other times not covered in the previous paragraph and may be charged accordingly.

2.4 Response Time

All call for service must be acknowledged within (1) one hour of initial phone call. Contractor must state a realistic and true time when the work can be scheduled and to the acceptance of the East Haven Board of Education.

PROPOSAL

We/I have examined the specifications and agree to furnish the East Haven Board of Education with the services as specified accordingly.

Submit contract price in the following space:

DETAILED PROPOSAL (3) SETS TO ACCOMPANY THIS DOCUMENT

\$ _____

Date: _____

Company Name: _____

Phone Number: _____ Fax: _____

Emergency Phone Number (24 hours): _____

Signature: _____ Title: _____

Printed Name: _____

Contractor Commercial License Number: _____

Email: _____

Bidder Information

Bid # 16-004 Air Handlers

Date _____

Company Name _____

Company Address _____

Company Phone Number _____

Company Cell Number _____

Fax Number _____

Email: _____

Company Contact Signature _____

Printed _____