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East Haven Public Schools
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TO: Mr. Paul Rizza
Director of Finance

FROM: Dr. Portia S. Bonner
Superintendent of Schools *PSB*

Cc: Jim Farrell
Business Manager

RE: Bid Proposal

DATE: February 11, 2016

Attached please find a Request for Proposal that we would like to go out to bid. The Request for Proposal is for the following:

- 1) HVAC System at Momauguin Elementary School

Please let me know if there is anything else that is needed for this request.

Thank you.

PSB/jmb

Attachment

Request for Proposal

It is the intent of this Proposal to furnish the East Haven Board of Education with a HVAC System at Momauguin Elementary School.

1.0 General Conditions

Contractor must submit three (3) commercial references.

1.1 Term of Contract

The contract will be awarded to the lowest responsible bidder and commence March 31, 2016 and expire on September 30, 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 to Momauguin Elementary School unloaded and installed. Travel time for contractor's personnel will not be included as part of this contract.

1.7 Repair and Replacement Parts

Repair or replacement parts for existing equipment may be accomplished by the contractor using other than original equipment manufacturer's (OEM) parts. However, all parts or equipment furnished must be of equal or exceed that of the original equipment manufacture.

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 facility of Momauguin Elementary School. 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 five (5) days 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
- D) Contractor will hold the East Haven Board of Education harmless in the event of any accident unless the East Haven Board of Education has been proven to be at fault.
- E) A performance bond equal to the total contracted price must be presented before the start of the job.

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 & Environmental 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. The Contractor shall follow all state regulations in regards to addressing the removal of pollutants or sources of pollutants.

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 installation of the HVAC System with the following standards:

- 1) Replace computer room air-conditioning system within the 34 x 24 square feet of the computer room located on the main level;
- 2) Rooftop ventilating unit replacement – roof/building 35,000 square feet (length of the building). Current units are at end of life;
- 3) Replace or repair steam traps located throughout the 35,000 square foot building in (15) different locations;
- 4) Replace boiler feed unit, a component of the boiler located in the mechanical room;
- 5) Replace domestic water heaters located in the mechanical room;
- 6) Upgrade building management to new Bacnet System throughout the 35,000 square foot building to modernize the controls;
- 7) Replace rooftop and split system air-conditioning on 35,000 square foot building;
- 8) Replace safety relief valve(s) with properly rated ASME/NB safety relief valve set no higher than 50psi with a minimum relieving capacity equal to or greater than 2232000 BTU/hr.;
- 9) Repair/replace piping system in accordance with ASME Code Req., Boiler Manufacturer Specifications and State Law.

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 sub-contractors 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.

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 or replacement. 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.

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

\$ _____ (Cost of HVAC System)

Date: _____

Company Name: _____

Address: _____

Phone Number: _____ Fax: _____

Emergency Phone Number (24 hours): _____

Signature: _____ Title: _____

Printed Name: _____

Contractor Commercial License Number: _____