

**TOWN OF GLASTONBURY
PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
REPLACEMENT OF AIR CONDITIONING CONDENSING UNITS
TOWN HALL
2155 MAIN STREET
RPGL-2009- 33**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to replace the air conditioning condensing units at Town Hall located at 2155 Main Street. The condensing units shall be high efficiency. The selected contractor shall conduct and completely manage the project as a “general contractor,” supplying the personnel, equipment, services, and expertise necessary. Proposals shall provide technical data, pricing proposals, estimated energy and cost savings, calculated incentives eligible for, and other data necessary in order to determine the best value.

There will be a **MANDATORY PRE-PROPOSAL MEETING** HELD AT TOWN HALL, 2155 MAIN STREET, GLASTONBURY, CT. 06033 on **March 9, 2009 at 3:00 PM**. Attendance is mandatory.

Proposals must be submitted to the Purchasing Agent no later than **March 17, 2009 at 11:00 AM**.

LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE PROPOSAL ARE AVAILABLE ON THE TOWN’S WEBSITE AT www.glastonbury-ct.gov.

Mary F. Visone
Purchasing Agent

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SECTION I – GENERAL INFORMATION

Background - The Glastonbury Town Hall is a former school that was renovated in approximately 1982 and converted to the Town Hall. The three air conditioning condensing units are different sizes and service the three different building levels through three different air handling units. A recent energy audit conducted of Town buildings identified the replacement of the three condensing units with higher efficiency units as an energy efficiency measure that would yield a favorable payback. The Town intends to replace the three units with higher efficiency units in order to reduce energy use and costs and qualify for any applicable incentives and/or rebates.

General Intent - It is the general intent to replace the three existing air conditioning condensing units and any other associated equipment required to make the system fully functional with higher efficiency units, taking advantage of any applicable rebate or energy efficiency incentive programs that may be available through the Connecticut Energy Efficiency Fund or other office or agency that may offer incentives, and reduce ongoing energy usage and costs in the future.

Existing Facility – Information outlining the existing condensing units and associated air handlers is provided as Attachment A.

SECTION II – CONSIDERATIONS AND RESTRICTIONS

- The selected vendor will be required to obtain a building permit for the work awarded. The fee for the building permit will be \$0.18 per \$1000 due the State. Local building permit fees will not be required.
- The successful respondent shall ensure the system will comply with all applicable codes. The building will be available for work immediately. Hours available for work will be from 7:00 AM to 5:00 PM, Monday through Friday, holidays excepted. Work on weekends and evenings may be scheduled, as necessary. It is anticipated after hours or weekend/holiday work will be necessary to complete the work in order to minimize disruption to Town services.
- Air conditioning must continue to be provided to Town Hall during normal working hours. The successful contractor shall provide a schedule of work and explain how and when anticipated air conditioning shut-downs will be performed.
- Proposed units will require control by the Town's DDC system. Current system is BACNET Alerton system and system integrator is Automated Building Systems of Glastonbury. Vendor will be required to coordinate with system integrator to ensure Town is afforded current level of control.
- Work shall include removal and disposal of existing units, installation and commissioning of the replacement units in order to provide a fully functional system, and training and indoctrination of staff on maintenance and operational requirements of new units.
- Vendors may propose more than one alternative to satisfy the Town's requirement. For each alternative proposed the following information shall be provided, at a minimum:
 - Price to perform the work.

Replacement of Air Conditioning Condensing Units – Town Hall

- Technical data for each of the units and associated equipment proposed for installation including make, model, BTU/hr rating, size, EER/SEER rating, configuration, power requirements, refrigerant type and requirements, and any other data necessary to evaluate the applicability of the components.
 - Complete scope of work included in the proposal and any work not included in the proposal but required to make the system fully functional. Indicate all components proposed for replacement.
 - A schedule indicating major milestones and when and how scheduled air conditioning outages will occur.
 - Calculations showing anticipated energy and cost savings.
 - Energy incentive or rebate anticipated and how the amount was determined and verified with issuing agency or office.
 - Warranties provided.
 - Any premium costs associated with work outside of normal work hours that is not included in the basic price proposal.
 - Copies of applicable contractor's licenses.
 - Names and phone numbers of references for similar work performed.
- All drawings, reports, data, and other documents prepared by the Vendor according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Vendor pursuant to this solicitation shall become property of the Town of Glastonbury.
 - No such approval shall in any way be construed to relieve the Vendor of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Vendor shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Vendor's negligent performance of any of the services furnished under this Agreement.
 - The Vendor shall conduct regular meetings with the Town, and other appropriate parties, at a location established by the Town to review progress. The Vendor will provide written notes of each meeting to all attending parties before the next meeting.
 - Consideration will be given to the type of system proposed, the associated cost, the anticipated energy and cost savings, incentives or rebates anticipated and verified, and the time required to provide and install the system.
 - Systems proposed shall also be able to be serviced by a third party vendor without any proprietary restrictions.
 - **The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work.**

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Vendor shall be licensed by the State of Connecticut to perform the work required and involved.
- Vendor shall have an assigned project manager to oversee this work and act as liaison to the Town.
- Vendor shall demonstrate sufficient staff resources to perform the work.
- Vendor shall have demonstrated experience designing and installing similar systems within the past five (5) years.

SITE INSPECTION

A **mandatory site inspection** is scheduled for **March 9, 2009 at 3:00 PM** at the site at 2155 Main Street, Glastonbury, CT 06033.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit a **clearly marked** original and seven (7) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR PROPOSAL
PROCUREMENT NOTICE
REPLACEMENT OF AIR CONDITIONING OF CONDENSING UNITS – TOWN HALL
RPGL-2009-33
MARCH 17, 2009
11:00 AM**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents, to include clear identification of the material provided by section and number.

Replacement of Air Conditioning Condensing Units – Town Hall

2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
3. Name and telephone number of person(s) to be contacted for further information or clarification.
4. Name and qualifications of assigned project manager and a list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
5. A background statement including a description of relevant experience of the firm/individual submitting the proposal.
6. For each alternative proposed the following information:
 - a. Price to perform the work.
 - b. Technical data for each of the units and associated equipment proposed for installation including make, model, BTU/hr rating, size, EER/SEER rating, configuration, power requirements, refrigerant type and requirements, warranties, and any other data necessary to evaluate the applicability of the components.
 - c. Complete scope of work included in the proposal and any work not included in the proposal but required to make the system fully functional. Indicate all components proposed for replacement.
 - d. A schedule indicating major milestones and when and how scheduled air conditioning outages will occur.
 - e. Calculations showing anticipated energy and cost savings.
 - f. Energy incentive or rebate anticipated and how the amount was determined and verified with issuing agency or office.
 - g. Warranties provided.
 - h. Any premium costs associated with work outside of normal work hours that is not included in the basic price proposal.
 - i. Copies of applicable contractor's licenses.
 - j. Names and phone numbers of references for similar work performed.
7. Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed within the last five years with the contact name, address and telephone number of the owners' representative in each project.
8. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
9. Proposal Response Form (**ATTACHMENT B**).
10. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
11. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they

Replacement of Air Conditioning Condensing Units – Town Hall

have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT B**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on “Business,” then “Doing Business with the Town,” then “Bids and Quotes” which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement Form. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.

12. Statement of Non-Collusion (**ATTACHMENT C**).

13. **Non Resident Contractors (IF APPLICABLE)**

The Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. **Upon award, all nonresident contractors must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form AU-72) to DRS even though this project is exempt from most sales and use taxes.**

See State Notice to Nonresident Contractors SN 2005(12). If the above bond is not provided the Town is required to withhold 5% from Contractor’s payments and forward it to the State DRS.

Contractor must promptly furnish to the Town a copy of the **Certificate of Compliance** issued by the State DRS.

- Any technical questions regarding this RFP shall be made in writing and directed to Mr. David Sacchitella, Building Superintendent, at (860) 652-7706 or via e-mail at Dave.Sacchitella@glastonbury-ct.gov. Administrative questions should be directed to Mary F. Visone, Purchasing Agent at (860) 652-7588. Responses to the questions shall be in writing to all known firms making proposals.
- Failure to include any of the above-referenced items in the submitted PROPOSAL may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

- The Town of Glastonbury shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria and evaluation factors included in this Request for Proposal. Initial cost is one factor in the award decision. The Town expressly reserves the right to negotiate with the selected proposer prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town.
 - The qualifications and experience of the vendor and its designated account representative. Successful performance of similar work on other accounts.

Replacement of Air Conditioning Condensing Units – Town Hall

- Completeness of the proposal and adequacy of the information provided.
- Technical Solution/Approach to Project: Types, capabilities, efficiency, refrigerant types, warranties, etc. of system and components proposed.
- Schedule.
- Total Cost/Overall Value: Initial price to provide and install, incentives and rebates available and confirmed, and estimated operating costs.
- The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

SELECTION PROCESS

- This request for proposals does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional services, or to cancel in part or in its entirety the request for proposals, if it is in the best interests of the Town to do so.
- An Evaluation Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this RFP.
- Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Based on review and rating of proposals, if determined to be necessary, a short list of respondents may be invited to interview with the Town Selection Committee.
- Additional technical and/or cost information may be requested from any respondent by the evaluation committee prior to, during, or after the interview for clarification purposes, but in no way changes the original proposal submitted. Interviews are at the option of the evaluation committee and may or may not be conducted.
- Based on the results of the interview process, the Town will review the Scope of Services, proposed price, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- The selected respondent will be issued a purchase order to perform the work.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	March 3, 2009
Mandatory Pre-proposal Meeting	March 9, 2009
RFP Due Date	March 17, 2009 by 11:00 A.M.
Shortlist of Submittals Received	TBD, if necessary
Interviews with Top Respondents	TBD, if necessary
Contract Effective Date	TBD

INSURANCE REQUIREMENTS

- The respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the response and removal activities the following insurance coverage covering the respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Glastonbury, its employees and agents as an Additional Insured on a primary and non-contributory basis to the respondents Commercial General Liability and Automobile Liability policies. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Glastonbury.
 1. Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer's Liability
 - \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
 2. Commercial General Liability:
 - Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
 - Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each location)
 - A Waiver of Subrogation shall be provided

3. Automobile Insurance:
 - Including all owned, hired, borrowed, and non-owned vehicles
 - Limit of Liability for Bodily Injury and Property Damage
Per Accident \$1,000,000
 4. Professional Liability:
 - Limit of Liability: \$1,000,000
 5. Umbrella Liability:
 - Limit of Liability: \$2,000,000 Per Occurrence & Annual Aggregate
 - Coverage is to apply in excess of all primary insurance policies, coverages, and limits specified above
- The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The Certificate shall specify that the Town of Glastonbury shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. **The required Certificate shall be sent to the attention of Mary F. Visone, Purchasing Agent, Town of Glastonbury, 2155 Main Street, Glastonbury, Connecticut 06033.**
 - The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

ATTACHMENT A

List of Existing Condensers and Associated Air Handlers

All Units Are Tranes

First floor:

Condenser:
Model RAUC-C106-A
Serial Number C82J-06430

AHU - 1:
Model CCDB08BBOC
Serial K82L 75371

Second Floor:

Condenser:
Model RAUC-C156-A
Serial C82J-06669

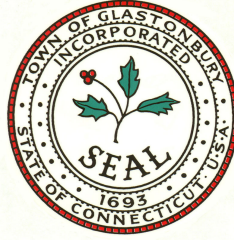
AHU - 2:
Model CCLB12BBXC
Serial K821 75369

Third Floor:

Condenser:
Model RAUB-C206AB01B
Serial J82J 71093

AHU-3:
Model CCLB17ABAC
Serial K621 75370

ATTACHMENT B
PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY
PROPOSAL

DATE ADVERTISED

March 3, 2009

RPGL #

DATE / TIME DUE

2009-33

March 17, 2009 @ 11:00
a.m.

NAME OF PROPOSAL

Replacement of Air Conditioning Condensers – Town Hall
REQUEST FOR PROPOSAL

Pricing proposals shall include line items for:

- i. Total price to provide, install, and commission units
- ii. Premium rate for after hours/holiday work

Additionally, proposals shall include:

- a. Unit price mark-up for additional equipment and material
- b. Hourly labor rates

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E-Mail Address

SS # or TIN#

(Seal – If proposal is by a Corporation)

Attest

ATTACHMENT C

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NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____