

Bid Number AN-2022-23 # 04

Bid Title: Invitation to bid on 2023 HVAC Replacement at Andover Town Hall

Status: Open

Category: Construction

Description: **HVAC Replacement at Andover Town Hall 17 School Rd., Andover Ct 06232**

Sealed Bids for 2023 HVAC Replacement located at Andover Town Hall 17 School Rd must be received by the Town Managers office, 17 School Rd Andover CT 06232 **by Noon local time on 6/8/2023**. At this time, they will be publicly opened and read.

A pre-bid review of the sites will be held at **10 AM local time on 5/22/2023**, at the **Andover Town Hall 17 School Rd Andover CT**. **Attendance at the pre-bid conference is Required unless there is previous communication with the Town Managers office.** Eric Anderson eanderson@andoverct.org

Any questions about this bid shall be mailed to Eanderson@andoverct.org

Bid Requirements

- The successful bidder will be required to provide a performance bond equal to 100% of the Bid amount.
- All Contract documents must certify affirmative action on the part of all contractor and subcontractors to insure equal employment opportunities
- The Contractor is exempt from payment of Sales and Use Taxes on all materials and equipment used on this project. These taxes shall not be included in the Bid.
- The contractor must file a written non-discrimination certification with the town of Andover
- Bids may be withdrawn prior to the opening of bids. After opening Bids, they may not be withdrawn for 60 days.
- Bid should include the following information: Name, address and description of firm, description of similar projects completed by the firm in the last five years including client contact name and phone number, fee structure, additional information not included above which you feel may be useful and applicable to this project.
- Summary of timeline for completion
- Cost Proposal Summary and breakdown
 - A detailed list of any and all expected costs or expenses related to the proposed project.
 - Summary and explanation of any other contributing expenses to the total cost.
 - Brief summary of the total cost and any options on the summary proposal form
- Cut sheets for all equipment recommended and a description of any discrepancies with the specifications
- Bidders are encouraged to provide options for higher efficiency equipment than specified

Federal and State Regulatory requirements

- This bid will utilize state funding and therefore CHRO Requirements apply to this project.
- The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.
- For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at:
http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806
- This bid is not subject to prevailing wage unless the total project cost including any approved Change Orders exceeds \$100,000

Qualifications of Bidder.

The Town may make whatever investigations it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the Town that the bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

Insurance Requirements

The Town requires the Contractor to carry commercial general liability insurance to protect it from loss. The following minimum limits shall be met:

- **General Liability:** \$1,000,000 each occurrence; \$2,000,000 aggregate
- **Automobile Liability:** \$1,000,000 combined single limit for each accident
- **Workers’ Compensation:** Shall be in accordance with State of Connecticut requirements at the time of the contract. The policy must contain a waiver of subrogation in favor of the Town of Andover, executed by the insurance company
- **Umbrella/Excess Liability:** \$5,000,000 each occurrence; \$5,000,000 aggregate and providing coverage over the Commercial General Liability, Commercial Automobile

Liability, and the Employer Liability section of the Workers Compensation coverage.

The Town of Andover shall be named as additional insured on all policies, except Workers Compensation, on a primary and non-contributory basis. Thirty (30) days' notice of cancellation is required and must be provided to the Town of Andover via certified mail.

If the Contractor has any subcontractors perform work on this project, we will need to have a list of the contractors, what work they are performing and their insurance that also meets the above standards.

Indemnification

The Contractor shall indemnify and hold harmless the Town against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the Town and shall defend suits, actions or proceedings of any kind or nature including workmen's compensation claims, of or by anyone whomsoever in any way resulting from or arising out of the operations of the contractor. Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Contractor under the terms of the contract. The Contractor shall procure and maintain, at his own cost and expense, any additional kinds and amount of insurance which in his own judgment, may be necessary for his proper protection in the execution of his work. The Contractor agrees to save and indemnify and hold harmless well and truly the Town of Andover against all liability, judgments, costs, and expenses which may in any way come against the Town or which may in any way result from carelessness, omission or neglect of the contractor or his agent, employees or workmen in any way arising or resulting from the operation in connection herewith.

Damage to Town Properties

The Contractor shall be responsible for, and reimburse the Town, any and all losses, damage or expense which the Town or those others may suffer through contractor negligence, either directly or indirectly or through any claims of any person or party. The Town may retain or deduct from any sum or sums due or to become due to the Contractor such amount or amounts as may be proper to insure the Town against loss or expense, by reason of the failure of the Contractor to observe safe working conditions.

Timing of Work

This is a working Town Hall, and the contractors' work may not impede the functionality of the offices department. It is the intention of the Town to have the installation of the Split AC units substantially completed by August 1, 2023. All requests for timeline extensions must be substantiated, defined and submitted in writing.

Approval to extend shall be in writing at the sole discretion of the town.

Contractors responsibilities & Payment

The Contractor will be responsible for measuring and account for quantities of materials. The town will not be responsible for additional costs based on bid omissions of the contractor. Unless some other arrangement is approved by the Town, the Contractor will submit one invoice at the end of the job covering all the work completed. The Town will make every effort to pay the Contractor in a timely fashion upon receipt of the final invoice.

The Town is requesting that the Contractor coordinate the work of all subcontractors so that once the work commences there is a continuous flow of work until completion.

The Contractor will notify the Town, by email at eanderson@andoverct.org at least 7 days in advance prior to commencing work.

Scope of work and Technical Specifications.

This is a Design Build Proposal

The contractor will provide room by room Manual J or Manual N heating and cooling calculations using the 1% design temp for Willimantic CT for the Andover Town Hall. Alternate calculation methods based on the HERS rating are acceptable ie REM Rate/REM Design or equivalent. Proposals without submitting design calculations will not be considered.

Replace the existing HVAC system in the Andover Town Hall Located at 17 school Rd. Area to be cooled is approximately 6200 sf and consists of:

1. Town Hall offices
 - i) Install Ductless Split Heat pumps with a head in each office and one in Main Entrance
 - ii) Units sized to have no more than 15% larger heating and cooling capacity than manual J design
 - iii) Outdoor variable speed condensers can service a single unit or multiple units
 - iv) Minimum SEER2 of 16
 - v) Units shall be designed for High heat output at low temperatures
2. Community Center area and Hallway
 - i) Remove existing Oil furnace and AC Coil
 - ii) Properly dispose of existing AC unit and refrigerant
 - iii) Replacement will be sized to match the manual J calculations (no more than 15% greater heating or cooling capacity than design load)
 - iv) Replacement with a dual fuel Heat Pump with high efficiency LP furnace
 - v) Cooling specifications Minimum acceptable SEER2 rating of 16
 - vi) Contractor will insure the unit will provide adequate dehumidification
 - vii) Drain piped to existing drain with an overflow alarm
 - viii) Heating Specifications minimum 94% AFUE

- ix) Unit shall be located in the same location as the existing unit .
 - x) Unit shall include a condensate drain and neutralizer
3. Town Hall Oil Boiler
- i) Remove Oil burner on existing system 2000 Boiler located in Town Hall
 - ii) Replace with an appropriately sized LP burner
 - iii) Remove and dispose of Oil Tank and fill and vent pipe

Equipment and installation specs to be provided with the bid package

- 4. Town will consider alternatives to Ductless Split AC if they are more cost effective
- 5. The towns' goal is to purchase Heating and Cooling equipment that will provide the best balance of energy efficiency, upfront cost, and longevity and bids will be evaluated with that information in mind.

The town of Andover reserves the right, as its sole jurisdiction to reject any or all bids, to waive all informalities or defects of a bid or to accept any bid that in the judgement of the town of Andover will be in its best interest.

End of Bid Invitation

Publication Date: 5/04/2023

Closing Date: Noon 06/08/2023
Department at 11 School Rd Andover CT

Pre bid Meeting: 10 am 05/22/2023 Andover Fire

Appendix AN-2022-23 # 04-1

Answers to questions raised at the walk through or submitted via email to the town administrator Eric Anderson at: <eanderson@andoverct.org>

Will be posted in Addenda #1

Town of Andover

Proposal Summary

Lump Sum Price Bidder will complete the Project titled **2023 HVAC Replacement at Andover Town Hall in Andover, CT** work in accordance with the Contract Documents as described:

Summary Description

Lump Sum Cost Inclusive of Labor and Materials _\$
PRICE

*** All associated work to complete the work as requested by the Town shall be included. there shall be no additional costs except As noted below*

Option 1 Description

Lump Sum Cost Inclusive of Labor and Materials _\$
PRICE

Option 2 Description

Lump Sum Cost Inclusive of Labor and Materials _\$
PRICE

By: _____

Title: _____

Bidder: _____

Address: _____

Signature _____

Date _____