GREENVILLE PUBLIC LIBRARY
State of Rhode Island

Terms and Requirements for Request for Proposal

Item Description: **HVAC – Greenville Public Library**

Date and Time to be **OPENED**: Monday, September 12 at 10:00 a.m.

Proposals must be submitted up to

10:00 AM

on the above meeting date at the

Greenville Public Library

,

573 Putnam Pike, Greenville, RI 02828

, during normal business hours, 9:00 AM through 5:00 PM. All proposals will be publicly opened and read at the Greenville Public Library.

INSTRUCTIONS

1. Bidders should come and look at the site before submitting a proposal.

2. Bidders should come to the site with their own ladder, due to HVAC units being located on the roof.

3. Bidders must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **Library Director**, 573 Putnam Pike, Greenville, RI 02828. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have "**NOT A BID**" written on the envelope or wrapper.

4. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.

5. Proposal responses must be in ink or typewritten.

6. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.

7. Proposals

8. **SHOULD BE TOTALED**

9. WHEN APPLICABLE. Do not group items: price each item individually. Awards may be made on the basis of

10. ***total***

11. proposal or by

12. ***individual items***

13. .

14. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he/she is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK.**

15. One original proposal and **four copies** shall be submitted.

NOTICE TO VENDORS

1. The Greenville Public Library reserves the right to waive any and all informalities and to award contract on the basis of the lowest responsible evaluated bid proposal.

2. No proposal will be accepted if made in collusion with any other responder.

3. A responder who is an out-of-state corporation shall qualify or register to transact business in the State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.2-1401.

4. The Greenville Public Library reserves the right to reject any and all proposals.

5. In determining the lowest responsible evaluated bid proposal, cash discounts for payments less than thirty (30) days will not be considered.

6. The Greenville Public Library reserves the right to award to one responder, or to split the award.

7. All proposals will be discussed at the formal proposal opening. After a reasonable lapse of time, tabulation of proposals may be seen on the Library's website www.yourlibrary.ws

8. As the Greenville Public Library is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.

9. In case of error in the extension of prices quoted, the unit price will be considered.

10. The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the (Library Director) or (President of the Board of Trustees).

11. Delivery dates must be shown on your proposal. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.

12. A certificate of insurance shall be required of a successful bidder within five (5) days of contract award. The Greenville Public Library shall be an additionally named insured in the title holder box of said certificate.

13. Proposals may be submitted on an "equal" in quality basis. The Library reserves the right to decide equality. Responders must indicate brand or make offered and submit detailed specifications if other than the brand requested.

14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wages rates apply (See R.I. General Law Sec. 37-13-1 et seq. As amended).

15. No goods should be delivered or work started without Notice from the Library.

16. The Successful responder shall, prior to commencing performance under the contract, post a Performance and Payment Bond with a satisfactory surety company in a sum equal to one hundred per centum (100%) or the amount of the award contract.

17. Payment of 50% shall be paid when the Greenville Public Library determines that 50% of the work has been completed; an additional payment of 40% shall be advanced upon completion of project. The final 10% shall be paid upon municipal official approval and inspection.

GREENVILLE PUBLIC LIBRARY
State of Rhode Island

CONSTRUCTION AND SERVICE PROPOSAL TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the Library Director or President of the Board of Trustees.

2. Awards will be made within sixty (60) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.

3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries for blanket completion are subject to strikes, lockouts, accidents and Acts of God.

4. Only one shipping charge will be applied in the event of partial deliveries for blanket purchases or term contracts.

5. The successful responder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker's Compensation Act Title 28, Section 1, et seq (R.I.G.L.). If the successful responder is exempt from compliance under the Worker's Compensation Act, an officer of the successful responder shall so state by way of sworn Affidavit which shall accompany the signed contract.

6. The successful responder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form satisfactory to the Library by which the successful responder will indemnify and hold harmless the Library during the term of the contract from claims for personal injury or damages to property sustained by third person, or their agents, servants and/or claimed under them.

A. BACKGROUND

The Greenville Public Library is seeking proposals for the removal and disposal of our current HVAC system, and the supply and installation of a new HVAC system for the Greenville Library. All existing duct work, gas piping and refrigeration piping, power and control wiring will remain as installed. Only the first few feet will be removed to make necessary changes to the equipment. The proposal should address changing the existing equipment to high efficient equipment which may qualify for energy rebates from National Grid. It will be the responsibility of the vendor to have availability and knowledge of these energy rebates.

B. SPECIFICATIONS

1. Reclaim all refrigerant from the old equipment.

2. Disconnect ductwork, piping, power, control wiring.

3. Cut back duct work, gas piping, refrigeration piping domestic hot water and cold fill water piping.

4. Remove all flue piping and cap off at the chimney.

5. Remove the existing HVAC equipment and domestic hot water heater from the building for recycling.

6. Furnish and install curb adapters for the roof top units that have vertical duct drops through the roof.

7. Furnis

8. h

9.

10. and install

11. **Lennox**

12. or

13. an

14. equivalent gas fired roof top units, furnaces and condensing units following the same size tonnage as specified and installed during the 1990 renovation project.

15. Fabricate and install all required duct transitions and reconnect back to the existing duct work.

16. Provide the services of an insulation contractor to insulate the new ductwork with 1.5" FSK duct wrap, the new refrigeration piping with the _" Armaflex insulation and insulate the new exposed to weather duct work with 2" board insulation and rubber membrane covering.

17. Reconnect gas piping, refrigeration piping, and condensate piping. Perform refrigeration pipe flush out to remove the R22 refrigerant oil contamination for the new 410A refrigerant.

18. Provide core drilling the foundation walls for the new flue and combustion air piping.

19. Furnish and install schedule 40 PVC flue and combustion air piping for the new gas fired condensing furnaces and domestic hot water heater.

20. Furnish and install condensate piping and condensate pumps for the condensing furnaces. Reconnect to existing condensate piping.

21. Install two precast concrete pads for the new condensing units.

22. Furnish and install all new programmable thermostats.

23. Provide the services of an electrical contractor to perform all disconnect and reconnect power wiring and low voltage wiring as needed.

24. Provide the services of a balancing contractor to set the air flows to the specified design conditions of the 1990 build out.

25. Provide all required rigging and trucking.

26. Provide all necessary permits.

Exclusions:

State and local taxes, corrective

measures to existing systems.

C. REQUIREMENTS

1. Licensed Rhode Island HVAC Contractor.

2. Insurance – Contractor is required to provide evidence of auto liability, general liability and worker's compensation coverage.

3. Have sufficient manpower to complete the project in a timely manner.

4. **Provide a list of at least three (3) client references. Including contact name, phone and type of services provided.**

5. No allowance shall subsequently be made on behalf of the successful responder by reason of any error or neglect on his or her part.

6. Responders must guarantee that the services can be provided to the Greenville Public Library within a **two month period** after the bid proposal is approved by the Trustees.

7. Submitted proposals which do not, in the opinion of the Library, meet the specified requirements will not be accepted.

D. INQUIRIES

Inquiries concerning clarification on any portion of this RFP should be made to:

Dorothy J. Swain

Director

573 Putnam Pike

Greenville, RI 02828

dorothsn@yahoo.com

E. PROPOSAL

To include the following:

1. An outline of the services provided by the agency and company representatives.
2. A brief general statement describing your agency and its ability to provide the indicated services, including total number of staff, support and profession employees.
3. Background information regarding the specific individuals who will be responsible for servicing this account from your agency.
4. List at least three (3) references of other clients that you service that are non-profit organizations, include the name and telephone number of a person to contact.
5. List any past experience providing services to the Library.

F. COST PROPOSAL

The cost proposal should include the following information:

1. The responder shall submit Attachment "A" filled out completely.
2. The cost proposal should contain all pricing information relative to performing the services as described in this specification.
3. The pricing shall remain until the completion of the project.

G. EVALUATION CRITERIA

- An evaluation committee will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed below. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the Library.
- Proposal will be evaluated on the following:

		Score
1.	Company information and years in business	10
2.	Required documents stated in RFP	20
3.	Past experience with the Library and references	25
4.	Business location in town	10
5.	Pricing	35
	Grand Total	100

H. FINAL SELECTION

- The Greenville Public Library Board of Trustees will select a firm based upon the recommendation submitted by the evaluation committee. Following the notification of the firm selected, it is expected a contract will be executed between the parties.

- A firm's submission of a proposal indicates acceptance of the conditions contained in this Proposal Specification unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Greenville Public Library and the firm selected.

ATTACHMENT A

COST PROPOSAL FORM

Agrees to respond on: **HVAC – Greenville Public Library** Date and Time to be opened:

VENDOR NAME:	
VENDOR ADDRESS:	
CITY, STATE, ZIP:	
Soc. Sec. # or Fed. ID #	