

TOWN OF WINDHAM
Invitation to Bid
HVAC SYSTEM INSTALLATION

The Town of Windham is currently inviting bids from qualified individuals or companies, acting singularly or in consortium, for the **installation of a new HVAC system** at the Community Development Building located at 3 North Lowell Road, Windham, NH 03087.

Specifications may be obtained at the Administrative Offices, 4 North Lowell Road, Windham, NH or on the Town website at www.WindhamNH.gov. Bids are due no later than 2:00 PM on October 14, 2015 and will be awarded by the Board of Selectmen at a regularly scheduled meeting. Bidders may have a representative present at said Board of Selectmen's meeting.

The Town reserves the right to reject any and all bids, to award bids in whole or in part, to waive technicalities or informalities, and to accept any bid deemed to be in the best interest of the Town.

BID SPECIFICATIONS

HVAC SYSTEM INSTALLATION

SECTION I: GENERAL REQUIREMENTS

- A. Bids for the HVAC system installation may be submitted in person at the Administrative Office located at 4 North Lowell Road or mailed to 3 North Lowell Road, Windham, NH 03087. Bids must be received **NO LATER THAN 2:00 PM on October 14, 2015**, and are to be submitted in a sealed envelope clearly marked **COMMUNITY DEVELOPMENT HVAC BID**. Bidders should use supplied **BID FORM** and may attach any explanatory materials, brochures, or other documents that they may feel of use in the presentation of their bid.

Bids will be publicly opened and read at this time by the Town Administrator, or his designee, and will be publicly awarded at a future meeting of the Board of Selectmen.

The Town will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated above. No facsimile bids will be accepted. Any unopened bids will be returned to the vendor. Inquiries regarding these bid documents shall be directed to:

Jack McCartney, Maintenance Supervisor at 603-765-5367

or

David Poulson, Maintenance Supervisor at 603-396-9458

The Town of Windham is a tax exempt organization.

- B. Interested bidders are required to attend a **mandatory pre-bid meeting** with Town staff to discuss terms and conditions within the bid document. Location and time: Bartley House (Administration Office), 4 N. Lowell Road, Windham on **October 6, 2015 at 10:00 AM**.
- C. All bids shall be valid for at least 120 days from the due date. No bid may be withdrawn prior to 120 days from the due date. The Town may request additional information after the bid opening.
- D. The Town is seeking a single turnkey bid. However, the Town will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility to implement the whole system.
- E. Vendors may submit multiple bids. Each bid will be evaluated separately.
- F. The Town reserves the right to reject any and all bids, either in whole or in part; to waive any defects, informalities and/or irregularities in bid responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful vendor; and to otherwise act as shall be determined by the Board of Selectmen to be in the best interest of the Town.

SECTION II: EVALUATION PROCESS

Bids will be scored against evaluation criteria and a rating formula as presented below. All evaluation criteria should be included as part of the bid proposal (see bid form).

The evaluation process will include each bid being reviewed by the Maintenance Supervisors, the Town Administrator, and the Windham Local Energy Committee whose final recommendation(s) will be submitted to the Board of Selectmen for approval.

No award will be made to any vendor who cannot satisfy the Board of Selectmen that they have sufficient ability and sufficient capital and plan to enable them to prosecute and complete delivery of the services successfully. The Board's decision or judgment on these matters shall be final, conclusive, and binding.

Evaluation Criteria: (recommendation will be based on a total score of A, B, and C)

- A. Purchase Cost – independent rating score and placed in an evaluation matrix.
- B. Performance Factors – each of the factors below will have their own value/formula and be placed in an evaluation matrix.
 - 1. Seasonable Energy Efficiency Ratio (SEER)
 - 2. Annual Fuel Utilization Efficiency (AFUE)
 - 3. Anticipated Maintenance Cost (AMC)
 - 4. Unit Reliability (MTBF)
 - 5. Warranty Length (WL)
- C. Other Factors – references, firm’s resume, etc.; independent rating score and placed in an evaluation matrix.

Formula: (will result in a performance score and be added to the overall evaluation matrix)

$$(SEER/28)*0.4 + AFUE*0.4 + (\$5000/AMC)*0.05 + (MTBT/15 \text{ years})*0.05 + (WL/5)*0.10$$

SECTION III: SCOPE OF WORK

Bidders are encouraged to visit the building and assess the project by contacting one of the above referenced Maintenance Supervisors.

The Town desires a fixed price bid for project and no changes will be allowed after the bid opening. Any options or alternatives to the Scope of Work must be noted, including costs for same, on the bid form. Bidders are encouraged to secure a fixed price for the project, without extras.

Bidders should meet the following Scope of Work:

- Removal and demolition of the existing HVAC system.
- Provide all labor, materials and equipment necessary to install a new HVAC system of sufficient capacity to adequately heat and cool the Community Development Building using the Town’s performance criteria. This shall include any new piping and/or ductwork required for new system.
- Start-up and testing of the new system to ensure operational performance.
- Provide a completion timeframe on the Bid Form.

SECTION IV: TIME TABLE

The following schedule shall be adhered to under these specifications:

- Bid Solicitation - September 25, 2015 to October 14, 2015
- Pre-Bid Meeting - October 6, 2015 at 10 AM
- Due Date for Proposals - October 14, 2015 no later than 2:00 PM
- Proposal Opening - October 14, 2015 at 2:00 PM
- Proposal Award - Anticipated October 19, 2015
- Project Completion - November 30, 2015

SECTION V: PAYMENT TERMS

The successful bidder will be paid within thirty (30) days of the date the project is completed and accepted by the Town of Windham; or other arrangements may be mutually agreed upon by the vendor and the Town.

SECTION VI: PERFORMANCE BOND

The Town will require the vendor to post a one (1) year performance bond, at the time of bid award, for the full value of the contract if it exceeds \$35,000. This cost shall be included in the total bid price.

SECTION VII: INSURANCE

- A. Worker’s Compensation Insurance: The vendor shall purchase and maintain such insurance as necessary to protect them from claims under worker’s compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the vendor shall require the subcontractor similarly to provide like insurance for all of the latter’s employees to be engaged in such work.
- B. Public Liability and Property Damage Insurance: The vendor shall purchase and maintain such public liability and property damage insurance as shall protect them and any subcontractor performing work covered by this bid from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the vendor.
- C. Certificates: The vendor shall file preliminary certificates with the bid submission showing that the above insurance has been purchased. The adequacy of protection shall be subject to the approval of the Board of Selectmen.

SECTION VIII: NON COLLUSION CLAUSE:

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid.”

FIRM: _____

SIGNATURE: _____

NAME (PRINT): _____

TITLE: _____

TELEPHONE: _____

DATE: _____

