



Town of Gilford
Request for Proposals
HVAC & PLUMBING CONTRACTOR

The Town of Gilford, New Hampshire wishes to solicit bid proposals for an independent Contractor to provide maintenance and repair on heating, ventilation, air conditioning systems and plumbing fixtures in municipal buildings. A detailed package with information on scope of services, project delivery, and conditions thereof, is available at www.gilfordnh.org (Find It Fast - RFPs) or at the DPW office during normal business hours. Proposals will be received no later than March 17th 2023 (10:30 am).

The Town of Gilford reserves the right to accept or reject any and/or all proposals or any part thereof, to waive any formality in the proposal process and to accept the proposal considered to be in the best interest of the Town. Failure to submit all information called for may be sufficient grounds for disqualification.

Please direct all questions concerning this proposal to:

Matt Whitney

Building & Grounds Supervisor

mwhitney@gilfordnh.org



REQUEST FOR PROPOSALS

HVAC & PLUMBING CONTRACTOR 2023 - 2024

The Town of Gilford is soliciting proposals for an independent Contractor to provide maintenance and repair on heating, ventilation, air conditioning systems and plumbing fixtures in municipal buildings.

PART 1. SCOPE OF SERVICES

1.1 The services to be performed consist of (a) routine and preventative maintenance; and (b) emergency repairs as needed. Other services to be performed consist of periodic monitoring of various HVAC system valves, air separators, pressure tanks, vents, and expansion tanks. (Town forces will be responsible for seasonal start-ups and shut-downs of irrigation and exterior water systems at the Town Beach, Ice Rink, Village Fields, Town Hall, and Library, but the Contractor may be called for service in the event of system and/or equipment failures.)

1.2 The Contractor shall devise and implement a comprehensive equipment maintenance schedule for each municipal building and its components based upon manufacturer's recommendations and professional expertise/experience. Such plans shall be presented to the Town's Project Manager(s) for review and input for possible adjustments prior to implementation; and shall include testing, inspections, cleanings, aligning, calibrating, tightening, adjusting, lubricating, and painting.

1.3 The Contractor shall be available to respond to emergency repairs on a 24/7/365 basis to correct deficiencies and prevent catastrophes as may be necessary. Repairs that require a Town expenditure in excess of two thousand dollars, (\$2,000.00) shall require a written quote estimate that itemizes all parts and labor costs to be pre-approved by the Project Manager(s) prior to implementation, except in the event of a dire emergency, in which case repairs can be done immediately.

1.4 The primary systems to be maintained and serviced are located in the following municipal buildings, more particularly described below:

(a) Town Hall/Police Dept.

- External BAC closed loop cooling tower (model #VF1-036-21K), and external York chiller (model #YCAL0043EE46XEBSDTXAXXRLXXXX44XX1XXXXXXXXSXXXBXX7XXBXNXXXXXXXX) seasonal shut down and restart to be included.
- 2 PurePro Trio boilers (model # PC9410) with Riello 40 F15 burners
- HTP storage tank water heater (model # SSU-119)
- Town Hall equipped with Trane fan coil heat/cool ceiling units (model # LC34AO4). Also equipped with several Mestek low temp thinwall heating/cooling fan coil units (model UT) as well as heat baseboards.
- 1 Trane air exchange unit (model # A1F209A) in upper level storage
- All sinks, toilets, urinals, showers, floor drains and all plumbing associated with both locations.
- 2 stainless steel sink/toilet combinations (PD holding cells)
- Several models (for a total of 13) of Bosch LV series water source heat/cool pumps located throughout Police Department
- Ceiling mounted Fantech commercial heat recovery ventilator (model # upon request)
- Garage ceiling mount hot water unit heaters, brand unknown (model #UH 50)
- Inspection of pumps, controls and other necessary components upon request

(b) Library

- All sinks, toilets, urinals, dishwasher and plumbing.
- 3 Ulcan ceiling radiators (1 model RC-1200-03 & 2 model F-1000-03)
- 1 sump pump (No HVAC)

(c) Fire Station

- Dual purpose duct system distributing hot & cold air supplemented by baseboards for heating
- 2 Buderus Logano boilers (model GE315) with Beckett burners
- 1 Super S hot water storage tank (model unknown)
- 1 Peerless pressure booster pump (model C810G)
- 1 Lennox heater (model CB29M-51-1P) located in basement
- 1 Johnson Controls fan coil unit located in attic (model # AHR42C3XH21B)
- 1 First ceiling mounted heater unit located in garage bay
- 2 Modine ceiling mounted propane heater unit located in basement garage bay
- 3 (ICP) external chillers (model #'s R4A324LKA, R4A342LKA, R4A348GKH)
- 1 electric hot water heater 40 gal located in attic (model # unknown)
- 2 commercial washing machine water supply connections
- All showers, sinks, toilets, urinals, dishwasher and plumbing

(d) Public Works

- A/C purpose duct system distributing cold air supplemented by baseboard heating
- 1 PurePro Trio boiler (model # P6) with Riello 40 F5 burner
- 1 State Select 50g water heater
- 1 Carrier external chiller (model 561CJ060-A)
- 1 emergency eye wash station
- All showers, sinks, toilets, urinals, and plumbing

(e) Rowe House

- 1 Burnham boiler (model PV84WT-TLWF) with Beckett burner (baseboard forced hot water)
- 1 John Wood glass lined pressure tank
- All showers, sinks, toilets, urinals and plumbing

(e) Town Beach

- All showers, sinks, toilets, urinals, and plumbing (9 sinks, 8 unisex toilets, 3 urinals)

(g) Ice Rink

- 1 Reznor propane heater (model XL60-3)

(h) Glendale Comfort Station

- All sinks, toilets, urinals, and plumbing (2 sinks, 1 maintenance sink, 2 unisex toilets, 1 urinal)

1.5 The appliances listed herein are the Town's best faith attempt to identify each unit and inventory all devices that are the subject of this Plumbing & HVAC consultant solicitation. However, the Contractor will be required to verify the accuracy of each unit model and description prior to performing any maintenance or repairs. The Town is not responsible for any misrepresentations or omissions, but the Contractor selected will be entitled to reasonable compensation upon mutual agreement for any preventive maintenance work that is authorized to be performed on any piece of Town equipment that has not been identified in this Request for Proposals.

PART 2. GENERAL INFORMATION FOR CONTRACTORS

2.1. The Contractor selected shall be required to sign a contractual agreement that consists of (1) this Request for Proposals, (2) the Contractor's proposal as submitted, and (3) the Town's notice of award. These three documents shall be the entire basis of the agreement between the parties.

2.2 The Town's Project Manager in charge of all aspects pertaining to the work contemplated under this Request for Proposals is Matt Whitney, the Town's Buildings &

Grounds Superintendent. Oversight will be provided, as necessary, by Herb Greene – Parks & Recreation Director, Katherine Dormody - Library Director, Meghan Theriault – Public Works Director, Steve Carrier – Fire Chief, and Scott Dunn – Town Administrator. The Contractor shall identify its Project Manager who shall be responsible for all communications with Town personnel regarding the work to be performed and who has authority to act for the Contractor upon all matters pertaining to this contract. In addition, each party shall promptly inform the other of any personnel changes.

2.3. The work to be performed under this agreement consists of the Contractor furnishing all labor, equipment, materials, supplies, expertise, tools, and performing all tasks necessary to accomplish the work items as set forth herein.

2.4 The Contractor (and assigned staff) shall diligently undertake and perform all of the work required by this agreement. The Contractor agrees to devote the number of persons and level of effort necessary to perform and complete the work in a timely manner. All work will be performed to the highest professional standards and will reflect the thoroughness, attention to detail, and application of specific knowledge expected of professional field technicians.

2.5 It shall be expressly understood that the Contractor is not an employee of the Town of Gilford and no employer-employee relationship exists between the Contractor and/or any agents of the Contractor and the Town. Furthermore, all agents of the Contractor that are engaged in performing services under this agreement shall be employees of the Contractor. No subContractors shall be allowed to perform any work on behalf of the Contractor under the terms of this agreement, unless specifically authorized by the Town.

2.6 Prior to commencing work or performing any phase of the work, the Contractor shall be required to furnish the Town with a completed W-9 form and a certificate(s) of insurance as proof of liability and worker's compensation coverages that lists the Town of Gilford as "additional insured". The expiration of insurance coverage without proof of renewal shall be deemed a breach of contract and shall result in the immediate termination of this agreement without any requirement for notification by the Town. In addition, the Contractor, for itself and its heirs, agents and assigns, does hereby agree to indemnify, hold harmless and release the Town of Gilford and its agents from any claims, liability, injuries and damages that may result from the Contractor's performance of the work contemplated herein, to include any claim that may result from being on Town property by all persons in the employ of the Contractor.

2.7 The Contractor shall at its expense carefully protect from injury all persons and property within the municipal buildings, which may be affected by the work. The Contractor shall be liable for any damage done through its fault or that of its employees and shall restore any damaged property to the same or better condition as it was prior to Contractor's interference as may be determined solely by the Town.

2.8. Except as otherwise noted above in Paragraph 2.6, the Town shall have the right to terminate this agreement for convenience at any time prior to completion. Written notice of such termination shall be mailed to the Contractor at its address on file with the Town of Gilford. Termination shall be effective ten (10) days from the date notice is mailed. Upon receipt of notice, the Contractor shall immediately cease performing the work set forth in this agreement, however the Contractor shall be entitled to receive payment for all work performed up to the termination date.

2.9 The Contractor shall not permit any lien or claim to be filed or prosecuted against the Town on account of any labor or materials furnished.

2.10 The initial term of this agreement shall be for the period April 1, 2023 through March 30, 2024. Thereafter the parties may extend the agreement upon written documentation under such terms and conditions as may be mutually acceptable.

2.11 Payments made by the Town shall be on a monthly basis, net 30 days, upon invoice. Thereafter, the Contractor may charge interest not to exceed two percent (2%) of the outstanding amount due. Invoices shall include a description of all services performed during the billing period.

2.12 The Town of Gilford is not responsible for any costs associated with the submission of proposals, nor will the Town pay any fees towards the cost incurred by any Contractor that submits a proposal.

2.13 Each interested Contractor is urged to make an appointment with Matt Whitney (527-4732) to visit the municipal buildings to better ascertain the level of commitment and expertise that will be required to meet the scope of services as set forth in this RFP.

2.14 Employees of the Contractor that are required to perform work within the confines of the Police Station will be subject to a criminal background check, whereupon the Town reserves the right to disallow access for any agent of the Contractor at the discretion of the Police Chief.

PART 3. PROPOSAL REQUIREMENTS

3.1 Proposals will be received at the Department of Public Works 55 Cherry Valley Road, Gilford, NH 03249 until 10:30 in the morning on March 17, 2023. Any proposal not received prior to the time set in the request, or an addendum, shall be disqualified. All proposals should be in an envelope that is clearly marked as "SEALED PROPOSAL – TOWN OF GILFORD HVAC & PLUMBING".

3.2 Proposals will be opened and thereafter evaluated by a panel of Town Officials, who shall subsequently make a recommendation to the Board of Selectmen. The Town reserves the right to accept or reject any proposal and to waive minor defects or informalities; and to request additional information from prospective Contractors.

3.3 Proposals shall include the following minimum information:

- (a) The name of the Contractor, the Project Manager's name, company address, telephone number, website and email (if applicable), and a list of tentative employees with their qualifications to be assigned to the Town;
- (b) A statement of the Contractor's company qualifications with a list of previous/current clients & five commercial references;
- (c) An hourly fee per employee for all emergency and repair services to be performed during the term of the agreement, to include travel time, after-hour surcharges, and any incidental labor expenses;
- (d) An annual fee for preventive maintenance services for each building, along with a proposed detailed list and schedule of services including testing, inspections, cleanings, aligning, calibrating, tightening, adjusting, lubricating, and painting; (NOTE: the Town reserves the right to renegotiate the scope of these proposals conditioned upon the acceptance, in writing, of the Contractor);
- (e) A copy of all insurance policies with coverage limits that will be in effect during the term of the agreement;
- (f) A list of all exclusions and limitations on the work to be performed;
- (g) Any additional information as may be deemed appropriate.

3.4. It is anticipated that the Town shall render a decision and issue a notice of award on or before March 22, 2023. Selection will be made on the "best qualified" basis. Criteria for selection will include, but not be limited to cost, qualifications, quality of the proposal, Contractor dependability, and record of accomplishments.

3.5 Questions about the work to be done under this RFP should be addressed to Matt Whitney at mwhitney@gilfordnh.org

3.6 All proposals, written inquiries, and other documentation related to this RFP shall be subject to the NH Right to Know Law, (RSA 91-A). There should be no expectation of privacy or privileged information whatsoever regarding this process.