

REQUEST FOR PROPOSALS

for

East Granby Middle/High School HVAC Upgrade Project

Issue date: March 29, 2024

QUESTIONS: Contact Director of Facilities, Ray Carlson in writing by email at  
[rayc@egtownhall.com](mailto:rayc@egtownhall.com)

No questions will be accepted after 4:00 p.m. April 18, 2024

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## I. INVITATION TO SUBMIT

The Town of East Granby, located at 9 Center Street, East Granby, CT, 06021, is seeking a qualified Contractor to provide for the installation and upgrade of new mechanical equipment for the East Granby Middle/High School located at 95 South Main Street, East Granby, CT

Proposals should be addressed and delivered to:

Attn: **East Granby Town Hall**

**Selectman's Office**

**9 Center Street**

**East Granby, Connecticut 06026**

**Attn. Chairman of the East Granby HVAC Building Committee, James Hayden**

**All Proposals shall be delivered by: Monday April 22, 2024 at 1:00 p.m.**

The documents included as part of this RFP are as follows:

1. Request for Proposals – this document
2. Plans & Specifications by BL Companies, dated March 11, 2024

## II. PROJECT DESCRIPTION - SCOPE OF SERVICE

### Scope of Work

Work will include the installation of various unit ventilators, ductless splits and Energy Recovery Ventilation (ERV's). This work will occur in both the High School and the Middle School. Some of the work to be completed will occur in areas formerly utilized as locker rooms but now converted to classrooms, this work should be completed by the end of summer. Other work such as the installation of unit ventilators can be coordinated with the facilities department into the school year if needed. Contractors are advised to ensure that all new controls must interface with the existing BMS controls system.

### Contractor Requirements

**CHRO:** This contract is subject to state contract compliance requirements, including nondiscrimination statutes and set-aside requirements. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract be set aside for award to subcontractors holding current certification as Small Business Enterprises ("SBE") from the Connecticut Department of Administrative Services ("DAS"). A minimum of 6.25% of the state-funded portion must be set aside for subcontractors holding current DAS certification as Minority-, Women-, and/or Disabled-owned businesses ("M/W/DisBE"). The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

- Contractor(s) must show experience in providing similar scope of work for Connecticut municipalities in the previous five (5) years.
- The awarded contractor is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the site, or elsewhere (unlimited).

### RFP Response

**Prospective contractor(s) shall provide the following in response to this RFP;**

1. One-page background of firm or firms (project teams are eligible). The background should include a brief description of the contracting firm(s) capabilities and experience associated with the scope of work described above.
2. List individuals and background of employees responsible for this project management.
3. List a minimum of two (2) projects with similar project components. Provide details of the project. Indicate whether the project was; (1) on budget, (2) any and all change orders, and (3) project completed on schedule.
4. Provide a minimum of three (3) customer references.

**III.TIMELINE OF THE RFP PROCESS**

The following timeline will be followed:

Issue RFP	Friday, March 29, 2024
Mandatory Site Visit	Tuesday, April 9, 2024 at the East Granby Middle High Schools at 3:30 pm
No questions will be accepted after 4:00 p.m.	Thursday, April 18, 2024
RFP due back from qualified firms	Monday, April 22, 2024 at 1:00 p.m.
Interviews, if needed	TBD
Award of Bidder	TBD

**IV.INSURANCE REQUIREMENTS**

	<b>Independent Contractor (Major projects or engagements)</b>
<b>Commercial General Liability</b>	\$1,000,000 per occurrence/ \$2,000,000 aggregate bodily injury/property damage \$1,000,000 Personal and Advertising Injury \$2,000,000 Products-Completed operations aggregate The CGL policy must include coverage for: <ul style="list-style-type: none"> <li>• liability from premises and operations.</li> <li>• liability from products or completed operations.</li> <li>• liability from actions of independent contractors.</li> <li>• liability assumed by contract.</li> </ul>

<b>Conditions</b>	All coverage provided to the Town of East Granby under this section must be primary and non-contributory with any other insurance available to the Town of East Granby. the Town of East Granby must be specifically named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent acceptable to the Town of East Granby. the Town of East Granby must <i>also</i> be named as “additional insured” for Products/Completed Operations on your CGL policy with form CG 20 37 or equivalent acceptable to the Town of East Granby. Any Aggregate limit must apply per job/project. Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.
<b>Automobile Liability</b>	\$1,000,000 each accident \$2,000,000 aggregate for bodily injury/property damage, including hired owned & non-owned vehicles. Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
<b>Umbrella Liability</b>	\$2,000,000 Limits must be excess over underlying limits described above. All coverage provided to the Town of East Granby under this section must be at least as broad as that found in the underlying policies, and must be primary and non-contributory with any other insurance available to the Town of East Granby.
<b>Workers' Compensation</b>	Liability meeting statutory limits mandated by the state and Federal laws with minimum limits of: \$500,000 each accident for bodily injury by accident \$500,000 each employee for bodily injury by disease \$500,000 policy limit for bodily injury by disease Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
<b>Employers Liability</b>	\$500,000 each accident Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
<b>Professional Liability</b>	\$2,000,000 per occurrence/ \$5,000,000 aggregate. Maximum deductible \$100,000. Extended reporting period for (6) years following termination of this agreement.

Original, completed Certificates of Insurance must be presented to the East Granby Public Schools prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

## V. MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of 2 Mechanical projects constructed within the last 3 years.
- Attendance at the Tuesday, April 9, 2024 mandatory site visit

## VI. WRITTEN PROPOSAL

The written proposal is due Monday, April 22, 2024 at 1:00 p.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**Town of East Granby  
Selectman's Office  
9 Center Street  
East Granby CT 06026  
Attn. Chairman of the East Granby HVAC Building Committee, James Hayden**

Submissions are to be clearly identified with the title; East Granby Middle/High School HVAC Upgrade Project, Proposal.

## VII. GENERAL TERMS and CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by the East Granby Public Schools**– East Granby Public Schools reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the East Granby Public Schools. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFP are to be the sole property of the East Granby Public Schools and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the East Granby Public Schools unless stated otherwise in the RFP or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by the East Granby Public Schools.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – The East Granby Public Schools reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the East Granby Public Schools to do so.

7. **Rejection for Default or Misrepresentation** – The East Granby Public Schools reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The East Granby Public Schools reserves the right to correct inaccurate awards resulting from its clerical errors
9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. **Changes to Submissions**– No additions or changes to the original RFP will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.
12. **Rights Reserved to East Granby** – the East Granby Public Schools reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the library will be served.
13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission, which is set for 120 days.
14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by East Granby.
15. **Cost of Preparing Proposal** – The East Granby Public Schools shall not be responsible for any expenses incurred by the organization in preparing and submitting a Proposal. The Proposal shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
16. **Definition of Terms** – For the purpose of this RFP, whenever the word “respondent” appears, it shall refer to “Contractor” and whenever the word “Contractor” appears, it shall refer to “respondent”.

## EVALUATION CRITERIA

Teams will be evaluated on the following criteria

- Contractor references from clients of previous completed projects
- Adherence to the instructions within this RFP
- Bid price

**BID FORM**

**The cost for providing a Mechanical Upgrades, per scope of work for the East Granby Middle/High School:**

**Base Bid Proposal Amount** \$ \_\_\_\_\_

**Exclusions: Hazardous materials investigations or testing**

By signing the Bid Form, the contractor acknowledges that the bid pricing submitted per this RFP will be held for a minimum of 60 days

Firm: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_