



**TOWN OF HENRIETTA
COMPETITIVE BID
Request for Proposal**

for

**Acquisition and Installations of
Two (2) Replacement Roof Top Units with Controls**

Project: 10-161/2018

Bid Proposal is due by May 16, 2018 at 2:00 PM

Address bid proposal responses to:

Town Clerk
Town of Henrietta
475 Calkins Road
Rochester, NY 14623
jradesi@christa.com

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1. INTRODUCTION

The Town of Henrietta is soliciting competitive written bid proposals for the acquisition and installation of **Two (2) Rooftop Units each with adaptor Curbs and tie into the Automated Logic Control System for the Henrietta Recreation Center** as detailed in the Scope of Work.

The proposal must meet the material, performance and quality requirements detailed in the Scope of Work. In order to be considered, all submissions must follow the Form of Proposal outlined in the Evaluation Criteria.

2. BACKGROUND INFORMATION

The Town of Henrietta Recreation Center is installing HVAC in the Recreation Center located at 605 Calkins Road, Rochester, NY 14623

3. PROJECT SCHEDULE

Request for Proposal Issued	<i>May 10, 2018</i>
Pre-proposal Walkthrough	<i>May 14, 2018 @ 1:00 PM in Construction Trailer</i>
Proposal Due Date	<i>May 16, 2018 @ 2:00 PM</i>
Contract Awarded (tentative)	<i>May 17, 2018</i>
Construction Start Date	<i>May 29, 2018</i>
Construction Completion Date	<i>July 6, 2018</i>

4. CONTRACT AWARD – BEST VALUE TO OWNER

The Town of Henrietta reserves the right to accept or reject proposals without penalty, to waive any informalities or irregularities therein, and to contract as the best interests of the Town of Henrietta may require in order to obtain service requirements which best meet the needs of The Town of Henrietta.

5. NON-DISCRIMINATION COMPLIANCE

The Town of Henrietta neither affiliates with nor grants recognition to any individual, contractor or organization having policies that discriminate on the basis of age, citizenship, color, creed, culture, including deaf culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, sexual orientation, gender identity or gender expression as defined by applicable laws and regulations. Provider agrees that it will comply with all Federal, State and Local regulations.

Contractor and/or subcontractor shall abide by the requirements of [41 CFR 60-741.5\(a\)](#). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

Contractor and/or subcontractor shall abide by the requirements of [41 CFR 60-300.5\(a\)](#). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

6. CONFIDENTIALITY

If in the course of the Provider receiving information from the Town of Henrietta to respond to the RFP hereunder, the provider receives proprietary information of the Town of Henrietta relating to the Town's business, operations, equipment, or products, the Provider will retain all such information in confidence and will not disclose it, except to its own and the Town's employees in the necessary course of the performance of responding to the RFP hereunder. However, nothing herein will prevent disclosures by the Provider of any information after it is available to the general public in a printed publication, or of any information that was already available to the Provider from written documents in the Provider's possession at the time such information was acquired from the Town of Henrietta, or of any information furnished to the Provider by a third party. The Provider shall protect the confidential information against unauthorized disclosure using the same degree of care, but no less than a reasonable degree of care, as the Provider uses to protect its own confidential information of a like nature. The Provider will insure that each employee or subcontractor agrees to similar confidentiality requirements.

7. INSTRUCTIONS FOR SUBMITTAL

1. Submit one (1) hard copy of the bid to the Town Clerk, Town of Henrietta and one (1) electronic copy via e-mail to the Construction Manager, of your proposal, following proposal outline and date requirements, Each of the sections of the Evaluation Criteria (Heading 8) must be individually addressed and fully detailed.
2. Failure to observe the guidelines could result in the proposal being disqualified.
3. Attach to submittal a Bid Bond in the amount of five (5%) percent of the Base Bid
4. The Contractor is apprised that they must furnish two executed Surety Bonds upon award of a contract. A Performance Bond and a Payment Bond.
5. This is a Municipal Project and Prevailing Wage is a requirement. The prevailing wage schedule is located at PRC#2017012410.
6. Without exception all forms of requested proposal must be delivered on or before **2:00 PM, May 16, 2018.**

Town Clerk
Town of Henrietta

EMAIL ADDRESS:
jradesi@christa.com

7. Refer requests for additional information or clarification of requirements to:

Technical: Bruce Keeley, PE
EC4B Engineering, PC
Principal/Project Manager
585-746-7027
dkeeley@ec4b.com>

Contractual: John Radesi
Christa Constructions
585-781-0900
jradesi@christa.com

8. EVALUATION CRITERIA:

Proposals will be evaluated in accordance with the following bid submission requirements:

Section A: Pricing

Section B: Past Performance by Job

Section C: Management Experience and Qualifications

Section D: Quality of HVAC Unit Installations/Vent Modifications

Section E: Schedule of Completion Time Frame

9. SCOPE OF WORK

See Attachment A

10. ATTACHMENTS

- Attachment A - Scope of Work

Form of Proposal

TWO (2) NEW ROOFTOP UNITS

Section A: Pricing (provide in a sealed envelope)

PRICE	
(2) Aeon Units with Curb Adapter	
Vent Modifications	
Electrical Work	
Logical Controls Work	
Rigging and Trucking	
Allowance to be carried in Base Bid (Crane Usage)	\$7,500.00
BASE BID:	

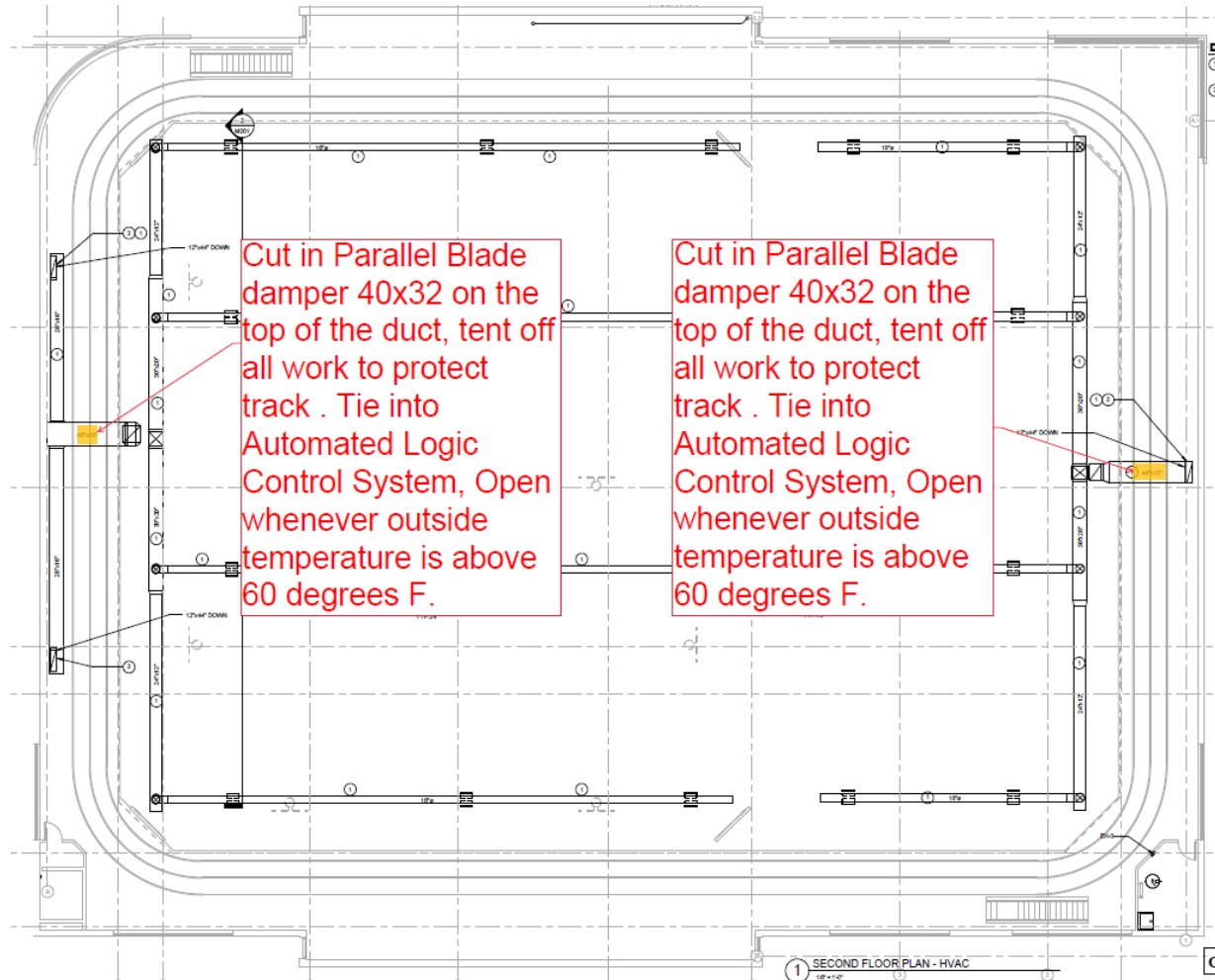
The Bidder has reviewed **Attachment A – Scope of Work**

Bidder

Date

ATTACHMENT A

High Return Air Dampers – Cut in dampers on top of ductwork at locations shown. Tie into Automated Logic Control System. Protect track and floor areas by tenting/protecting work zone from metal fragments. All temporary protection work requires sign-off by Town of Henrietta personnel.



Provide RTU's with Controls – Provide two rooftop units, each with adaptor curbs, as described below. Units shall mount on existing curbs. Remove existing Greenheck heat recovery units. Provide 24" high return air plenum adapter curbs. Provide new units on adapter curbs. Provide full controls for control of compressors, fans, economizer, CO2 Demand control ventilation, dehumidification, modulating gas heat. Provide full array of temperature sensors inclusive of OA, RA, Off Coil SA, Unit SA, Space Temperature/Humidity. Provide all electrical and gas piping modifications required to make system fully functional. Gas piping remains 1.5"

Design Make Units:

RTU #1 - Aaon R N - 0 2 5 - 8 - 0 - E A 0 9 - 3 C 9 : B E D F - E 0 B - D D G - 0 0 A - 0 D E C H 0 5 - 0 0 - 0 J A 0 0 0 0 B

Weight - 3100 Lbs. Maximum,

SA - 7800 CFM, Modulating OA - 5460 CFM, Design OA - 85/71 at full load, RA - 75/62, Off Coil - 55.5/54.7, HGR Coil 156 MBH, Modulating Gas Heat 540 MBH with 3:1 Turndown.

RTU #2 - Aaon R N - 0 1 3 - 8 - 0 - E A 0 9 - 3 6 9 : B E A D - E 0 B - D S E - 0 0 A - 0 D E A H 0 5 - 0 0 - 0 J A 0
0 0 0 0 B
Weight - 2150 Lbs. Maximum,
SA - 4200 CFM, Modulating OA - 3500 CFM, Design OA - 85/71 at full load, RA - 75/62, Off Coil - 57/56.5, HGR
Coil 77 MBH, Modulating Gas Heat 390 MBH with 3:1 Turndown.

Electrical Scope:

RTU#1 - Remove existing feeder and breaker serving the unit. Provide new 200A/3P breaker in MDP and provide 3-#3/0, 1-#6EG in 2" C as required to connect new unit.

RTU#2 - Disconnect existing unit and modify and extend existing 3-#2, 1-#6EG in 1 1/2" conduit from existing 100A/3P breaker in MDP as required to connect new unit. Field verify existing breaker size and wire size prior to final pricing to confirm the wiring is as specified in original contract documents.

Special Conditions:

- Provide protection for special sports flooring; examples include protection board, plywood covering, encasement of work areas.
- Daily cleanup of work areas.
- Provide protection of roof areas during work; examples include protection board, plywood covering, encasement of work areas.
- The building will be in operation during work hours, special care must be taken to protect visitors as well as Town personnel from hazards encountered during construction.