



Town of Canadice

5949 County Road #37
Springwater, NY 14560

Telephone: (585) 367-2050
Facsimile: (585) 367-3880
www.canadice.org

Request for Proposal

October, 2021

We are a Town of Canadice committee tasked with investigating replacement and upgrading the HVAC system in the Town Hall and the Town Court buildings.

Committee Members:

Burch Craig	burch.craig@gmail.com	585.721.4126
Terry Gronwall	tgronwall@taurusgroupllc.com	585.750.4420
Kate Crowley	kcrowley3379@gmail.com	585.733.1365

Please contact a committee member with questions and/or to set a time to inspect the Canadice town buildings and existing systems.

Canadice Town Hall:

The current HVAC system was installed when the building was built in 2002. It is a forced air system with 2 propane furnaces, a/c units, electronic air filters and humidifiers.

Current equipment in 157 sq ft utility room:

Rheem Classic 90 Plus
Rheem Classic 90
2 Rheem A/C evaporators and external condensers
2 Protech electronic air cleaners
2 Rheem humidifiers

Building specifications:

Total sq ft = 4,160 sq ft; 1 story
Town Hall main building – 3,200 sq ft; divided into 12 rooms. Main hallway with 2 entrances.
Town Hall addition: Board room/conference room - 976 sq ft; no current coverage; no duct work; needs to be included in system replacement.

Proposals to replace the current system will be considered for various types of heating/cooling systems including Geothermal ground source heat pump, air-source heat pump or traditional electric/propane driven system. New system should incorporate air filtration/mixing outside air using current CDC guidelines and filtration of a minimum MERV 13.

Please note: Hot water is provided by traditional hot water tank; if applicable notate potential of hot water being provided by heating system. List costs separately.

Canadice Town Court:

The current system(s) were installed in 2003.

Equipment currently installed:

The heating system is a wall mount, vented propane heater and electric baseboard.

Cooling is provided by window air conditioning units (2).

Dehumidification is needed throughout the building

Building specifications:

Total sq ft = 1,125 sq ft; 1 story

Vestibule; Clerk's office; Judge's quarters; court room is ~ 840 sq ft

Proposals to replace the current system will be considered for various types of heating/cooling systems including Geothermal ground source heat pump, air-source heat pump or traditional electric/propane system. New system should incorporate air filtration/mixing outside air using current CDC guidelines and filtration of a minimum MERV 13.

Submission requirements (please note all requirements):

Proposals should address both buildings separately. A vendor may submit a proposal for only the Town Hall or the Court if they so desire.

Proposals that do not include all requirements cannot be evaluated.

Proposal requirements:

Provide install cost and operating cost estimates for each building, separately;

Provide as much detail as possible for **installation costs** (duct work may be needed to heat/cool conference room in Town Hall); and,

Include any information on types of grant funding available for the various approaches.

Timelines should include lead times for equipment ordering;

A proposed start date, with a time frame for the duration of the installation once begun;

Description and approximate duration of outside work;

Duration of time needed to install inside equipment;

Timeframe that the building will be out of service;

A commissioning check list;

Warranty period(s) and,

Any follow-up work required to complete the installation or adjust the system.

Provide forecasted **operating costs** for a five year period;

Include the cost of maintenance agreements;

Include a forecast of electric/propane and other ancillary costs; and,

A list of all required maintenance and recommended frequency of maintenance.

Please submit one hard copy and one digital copy of the proposal.

Proposal submission: Delivered in person or by a form of carrier (i.e. USPS, FedEx, UPS). Town offices are open Tues, Wed, Thursday 9-4:30, Thursday 5-7 pm and Saturday 9-11 am.

Submissions are due no later than Thursday, December 16, 2021 at 5pm.

Address Proposal to:

Town of Canadice, Town Hall
Attn: Town Clerk – HVAC -RFP
5949 County Rd #37
Springwater, NY 14560.

Forms and information to be included with proposals:

1. Completed Non-Collusive Bidding Certificate
2. Proof of Insurances: Workers' Compensation, NYS Disability, Liability and Auto
3. Three references

Selection:

Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s) for the type of replacement system determined by the Town after the review of the proposals or in accordance with the Town's Best Value Policy, in part or whole who meet(s) all the terms of the request. Any contract(s) awarded as a result of this bid will be between the Town of Canadice and the successful vendor(s). The Town guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Canadice shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation. The Town of Canadice reserves the right to terminate the selection proceedings at its option at any time during the process.

Miscellaneous

1. The Town reserves the right to reject any or all proposals; to negotiate any element(s) of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside the scope of this RFP.
2. The Town assumes no responsibility or liability for costs incurred by respondents to this Request for Proposal(s), including any request for additional information, interviews or negotiations.
3. Minority and Woman owned business enterprises (MWBE) are encouraged to respond to the RFP, either as prime or subcontractors.