



## **Request for Proposals HVAC Equipment Replacement and Installation**

May 26, 2021.

### **Overview**

The Timberlane Regional School District ("TRSD") is requesting sealed proposals for HVAC equipment replacement and installation as specified in the Scope of Work below.

The TRSD has recently received the results of a comprehensive evaluation and assessment of its air handling equipment in 9 buildings in 4 towns. The report, which examined a wide range of nearly 200 pieces of HVAC air handling equipment including rooftop air handling units, energy recovery units, exhaust fans, and others, cites several units for replacement at this time. Following further repair & maintenance work, there may be additional pieces of equipment recommended for replacement in the future. A copy of the evaluation is available upon request.

### **Scope of Work to be Provided by the Successful Company**

The successful bidder will provide the necessary labor, vehicles, and equipment needed to provide and install the equipment listed in the bid response section.

The successful bidder must:

- Propose the best available current technology that maximizes both HVAC services to the building and energy efficiency
- Provide detailed specifications and performance data for the proposed equipment
- Source unit for replacement
- Provide turnkey unit installation- including all labor, materials, tools, equipment, and roof repairs, and do all else, reasonably implied, as necessary for the prompt and satisfactory completion of the project
- Coordinate electrical work to be performed by the TRSD Electrician
- Coordinate connections to the building system controls with the TRSD vendor
- Obtain and display all necessary permits
- Remove, recycle and dispose of existing equipment
- Provide factory unit start up

- Provide unit commissioning
- Provide factory warranty documentation
- Provide both hard copy and electronic equipment manuals for all new equipment

The TRSD may choose to replace all or some of the equipment listed in the bid response section depending on available funding and the bid response costs. The TRSD may also choose to award this RFP to multiple vendors. Replacement costs must be broken down into materials and labor costs in the Bid Response Section.

## **TRSD Buildings**

The TRSD includes the following buildings:

<b>Building</b>	<b>Address</b>
Timberlane Regional High School and Performing Arts Center	36 Greenough Road, Plaistow, NH 03865
Timberlane Regional Middle School	44 Greenough Road, Plaistow, NH 03865
Danville Middle School	23 School Street, Danville, NH 03819
Pollard School	120 Main St., Plaistow, NH 03865
TLC at Sandown Central	295 Main Street, Sandown, NH 03873
Sandown North School	23 Stagecoach Dr., Sandown, NH 03873
Atkinson Academy	17 Academy Avenue, Atkinson, NH 03811
SAU 55 Administration Building	30 Greenough Road, Plaistow, NH 03865

## **Site Visit**

A mandatory site visit will be held on June 3, 2021 from 9am-Noon to view the existing equipment listed in this RFP and to answer any questions the bidders may have about this RFP. The site visit will begin at 9am in the TRSD High School lobby with Gary Paradis, Director of Facilities, and Kevin Bartose, HVAC Technician.

Any questions regarding this site visit should be directed to:

Gary Paradis,  
 Director of Facilities  
 Timberlane Regional School District  
 36 Greenough Rd. Plaistow NH 03865  
 Office 603-382-6541 ext 3350  
 Cell 603-401-4818  
[gary.paradis@timberlane.net](mailto:gary.paradis@timberlane.net)

## **Building Automation Systems**

The successful bidder will coordinate connection of the new HVAC units to the TRSD building automation systems with Control Technologies, Inc. RTU's will be required to include a BACnet IP or MSTP interface. AHU's are not required to include a BACnet IP or MSTP interface. The actual work to connect the units will be performed by Control Technologies, Inc.

Any questions regarding connection to the TRSD building automation systems should be directed to:

Gary Paradis,  
Director of Facilities  
Timberlane Regional School District  
36 Greenough Rd. Plaistow NH 03865  
Office 603-382-6541 ext 3350  
Cell 603-401-4818  
[gary.paradis@timberlane.net](mailto:gary.paradis@timberlane.net)

## **Existing HVAC Equipment Listing**

The TRSD can provide a listing of the existing TRSD HVAC equipment upon request which includes the equipment ID number, building, location, manufacturer's name, model number, type, date placed in service, and additional notes.

## **Existing Mechanical Plans**

Copies of the building HVAC mechanical drawings the TRSD has in its possession are available upon request after the award of this RFP.

## **Hours of Work**

Work will need to be scheduled around the TRSD classroom learning schedule.

The successful Bidder will be allowed to work from 4pm-11pm Monday through Friday, and days on Saturday, Sunday, and holidays until the end of the school year on June 18, 2021. After that date, the successful bidder will be able to work on Monday through Saturday from 7am-11pm.

Due to COVID-19, this schedule may change with limited notice.

## **Project Schedule**

Work to begin as soon as possible after Date of Award. A progress report will be required from the success bidder on a weekly basis.

## **Licenses & Certifications**

All companies performing work are advised to conduct work with the latest revisions of Code and New Hampshire State Law, with skilled HVAC personnel who are trained technicians and certified to complete the task. Emergency numbers (including home phone numbers) are to be provided to the Director of Facilities and any project supervisors. The contractor must employ service technicians with valid licenses as well as workers comp and liability coverage (minimum \$1,000,000).

Project work may be federally funded, and the successful bidder will be required to execute a non-debarment statement. Bidders must also be approved to perform Federal ESSER funded projects and must be in full compliance with the funding requirements including Davis-Bacon Act.

## **COVID-19 Protocols**

The successful company must provide a copy of the COVID-19 protocols used by its staff.

## **Insurance**

The successful company must provide a copy of their insurance coverage with this proposal, Workers Comp and Liability Coverage satisfactory to the District.

## **Additional Information or Questions**

Please direct all questions to:  
Marc Fournier, TRSD Project Manager  
[marcfournier@gmail.com](mailto:marcfournier@gmail.com)  
617-721-0223

## **Proposal Submission**

All proposals must be emailed or hand delivered in a sealed envelope marked "RFP-HVAC" to Jill Johnston, Business Office, 30 Greenough Road, Plaistow, NH 03865, [Jill.Johnston@sau55.net](mailto:Jill.Johnston@sau55.net), no later than 10am on June 17, 2021.

Bids will be opened at 11am on June 17, 2021 and in the current pandemic environment, will be opened via Zoom session. Zoom link will provided upon request to [Jill.Johnston@sau55.net](mailto:Jill.Johnston@sau55.net).

## **Resource Availability**

The successful company must provide an estimated schedule and list of when their available HVAC staff and equipment resources are expected to be available to perform the replacement and installation work listed in the RFP.

## Bid Response Section

The successful bidder will provide the following equipment:

Building/ Unit ID	Existing Equipment	Proposed Replacement Equipment	Equipment Replacement Cost	Labor Cost to Install	Subtotal to Provide & Install Unit
Pollard/ AHU-6 (Office Library)	Carrier/ Bryant Model 48HJD008- 53T, SN15100G40452				
Pollard/ RTU-1 (Gym)	Reznor Model, GB- 80-4, SN 96A19740				
Pollard/ AHU-4 (Café)	Nesbitt (no model or serial number available)				
Pollard/ AHU-5 (Stage Area)	Manufacturer unknown- no nameplate				
High School, RERU-14 (300 Wing)	Des Champs, Model PV-W2P- WPH, SN 41802				
High School, RERU-15 (300 Wing)	Des Champs, Model PVMZ3070, SN 41810				
High School, AHU-2, (Mini Gym)	McQuay, (no model or serial number available)				
High School, (Mini Gym- Weight Room)	McQuay, (no model or serial number available)				
Atkinson Academy, RAHU-1 (Café)	York, Model CP85FC50208, SN ACKM009587	(new unit should include air conditioning)			

**Total cost:** \$ \_\_\_\_\_

## **References**

Bidders must provide two references for similar work including the project name, organization name, and contact information for the organization's project manager.

### Reference 1

Project title:

Dates of Project:

Organization name:

Address:

Project Manager Name & Contact Information:

### Reference 2

Project title:

Dates of Project:

Organization name:

Address:

Project Manager Name & Contact Information:

## **Licenses & Certifications**

Please provide the licenses & certifications held by your HVAC Technicians here:

## **Company Information**

Company Name:

Address:

Telephone:

Contact Person:

Title:

Date: