

Town of Yorktown New York

Request for Proposals

Archival and Records Center HVAC System Replacement

The Town of Yorktown is soliciting proposals for replacing a Heating and Air Conditioning (HVAC) unit. This project is located at 2279 Crompond Road, Yorktown Heights, New York 10598 (located behind Yorktown Police Department).

The Project

This project will entail the removal and replacement of 1 existing HVAC system with new heat pumps matched in size. All work will comply with all codes and regulations including but not limited to, the NYS Building Code, NYS Mechanical Code, NYS Electrical Code, NFPA. This project will be inspected by the Yorktown Building Department. A building permit will be required.

Scope of Work

1. Contractor will provide all necessary labor, equipment and incidental supplies to complete the following project requirements:
 - a. Removal of the existing Air Handler, Evaporator Coil, Boiler, Condensing Unit, Steam Humidifier and dispose of same.
 - b. Supply and Install 2 (two) Zones of Heating and Air Conditioning
 - c. Zone # 1 – Big Archives Room – 1 (one) 48,000 BTU Mitsubishi Ducted Air Handler with 15KW Electric Strip Heater with matching 48,000 BTU Mitsubishi Hyper Heat Pump Condensing Unit
 - d. Zone #2 - Small Archives Room - 1 (one) 6,000 BTU Mitsubishi Ductless Wall unit with Matching 6,000 BTU Hyper Heat Pump Condensing unit
 - e. Connection of new ducting necessary for the attachment of the units. Properly support all line sets, conduits, and strap all ducting including air handlers as necessary.
 - f. All necessary copper refrigeration tubing to each unit
 - g. 1 (one) Aprilaire Whole House Ducted Dehumidifier system
 - h. 1 (one) Aprilaire 800 Steam Humidifier
 - i. 2 (two) Diversitech Stands for Condensing units
 - j. 1 (one) Honeywell T-9 Wi-Fi T-stat
 - k. 1 (one) Mitsubishi Remote Control
 - l. ¾ inch PVC will be used for Condensate Drain
 - m. System will be evacuated before being charged with proper amount of R-410A
 - n. All Necessary misc. materials and labor
 - o. Connect the condensate drains to existing lines and replace the condensate pumps if they are part of the system. Test to make sure all drains work correctly. Facilities Management staff will be present for all testing.
 - p. Place new units so that the service doors and filter accesses are easily accessible.
2. Any existing wall surfaces damaged or modified during construction will be repaired or replaced.
3. All areas of work will be measured, and field verified by the contractor prior to the start of the project.
4. The Contractor will be responsible for the proper handling of all waste and clean up from the project including all disposal costs at the contractor's sole expense.

5. Contractor will provide a project schedule to the owner, which will be approved by the Town Facility Manager prior to start of work.
6. Contractor will use appropriate safety measures to provide a safe working area all building occupants. The building will be occupied during the course of construction.
7. All work will be completed during normal business hours or off hours, if needed.
8. Contractor will perform start-up heating and cooling tests on all units observed by the owner or his designated representative. Remove and reinstall new tags if units are missing tags. Contractor will also provide owner with equipment manuals noting model and serial numbers for all the units.
9. Contractor will provide owner with a _____ year (please insert number of years) warranty covering all new equipment, parts and repair labor.
10. All building penetrations will be made water tight.
11. Install new pads under each of the outdoor units.
12. Installation of digital programmable thermostats with lock out capabilities will be required.
13. All systems are to be air balanced and leak tested.

Existing ducting can be reused if it is clean and not torn or defective in anyway. Properly seal all ducting connections. Install all electrical and new disconnects to the condenser units and the air handlers. All new units need economizers and power exhaust.

Prevailing Wage

Minimum wage rates for this project are predetermined by the NYS Department of Labor. A copy of such minimum wage rates is on file at the Town Clerk's Office 363 Underhill Avenue, Yorktown Heights, NY 10598; copies of which are available to any interested party on request.

This project is subject to compliance monitoring and enforcement by the Department of Labor. Each contractor and subcontractor must furnish certified payroll records to the Town Comptroller's office.

The Town is required to provide notice to the Department of Labor of any public work contract subject to prevailing wages.

Safety

The Contractor shall comply with all applicable provisions of the Occupational Safety and Health Act, including any amendments thereto, and the rules, standards, orders and regulations prescribed by the Occupational Safety and Health Standards Board. Contractor shall further comply with all other applicable safety laws, ordinances and regulations.

Insurance

The Contractor, prior to beginning work on the subject Contract, shall furnish to the Town a Certificate of Insurance setting forth that, in the event of accident or occurrence which may give rise to a claim to lawsuit against the Town or its officers and employees, they have in full force and effect Bodily Injury Liability and Property Damage Liability Insurance.

A. **Workers Compensation**- in compliance with the statutes of the State of New York.

B. **General Liability** – insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. The Certificate of Insurance shall indicate the aforementioned.

C. **Automobile Liability** – insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned automobiles, and non-owned automobiles.

Said Certificate of Insurance shall be in a form acceptable to the Town and shall provide that the Town, its officers, agents, and employees are additional insured under such a policy. Copies of a Certificate of Insurance form and Additional Insured Endorsement form acceptable to the Town. The policy may not be canceled or reduced in coverage until after 30 days written notice. Wording to this effect shall be on the policy.

Proposals

Proposals shall be sealed when delivered; envelope shall be marked with the Project Name, Bid Date and Time; no FAX or Email responses will be accepted. Proposals shall be submitted to Diana L. Quast, Town Clerk: hand delivered or overnight delivery to 363 Underhill Avenue, Yorktown Heights, New York 10598 or via mail to same address. The Town shall receive the proposals no later than 10:00 AM, November 13, 2023 **at which time said bids will be opened and publicly read.**

Conditions

Mandatory job site inspection is scheduled for November 6, 2023 at 10:00 AM. Meet in the back parking lot of the Yorktown Police Department in front of first garage door on right. Any questions must be submitted seven days prior to bid opening date.

Prices

The sum stated in the bid, for which the bidder offers to perform the work described in the bidding documents, is the base to which work may be added or deducted, at the discretion of the Town of Yorktown for sums stated in the alternate bids, if such are noted in the description of the work.

Selection Process

The proposals will be evaluated based on the total cost of the work (total cost of work shall be defined as base bid plus any awarded alternates), possession of the necessary license(s), and experience and ability to successfully complete the work. The Town retains the right to reject any/all bids it deems unsatisfactory and to waive any deficiency in the proposal if deemed to be immaterial.

Time for Completing the Work

Contractor shall complete the services within forty-five (45) calendar days of receiving notice from the Town of acceptance of the Contractor's proposal.

Funding Availability

- A. It is mutually agreed that if the Town budget of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the Town shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Town budget for purposes of this program, the Town shall have the option to either cancel this Agreement with no liability occurring to the Town or offer an Agreement amendment to Contractor to reflect the reduced amount.

Contact Person:

Diana L. Quast
Town Clerk
Mailing Address:
363 Underhill Avenue, Yorktown Heights, NY 10598
(914) 962-8152
Email: dquast@yorktownny.org

Bid Proposal

Contractor:

HVAC Project Bid Proposal and Bid Alternates

Bid Amount			Amount
	Base Bid	Base Bid Amount	
	Alternates		
1	Replace existing duct work with all new ducting		
2	All electrical work to be done	Connect all high and low voltage electrical wiring including installation of new fused disconnects. All existing electrical flex connections will be replaced with new water-tight connections. Install all electrical and new disconnects to the condenser units and the air handlers.	
		TOTAL ALTERNATE #1	
		TOTAL ALTERNATE #2	
		Total Bid	

NOTE: The Town reserves the right to award one or more alternatives as funding allows.

BID FORM

Townof Yorktown HVAC System Replacement

NAME OF BIDDER:	
BUSINESS MAILING ADDRESS:	
CITY, STATE, ZIP:	
BUSINESS STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE: ()	FAX: ()
E-MAIL ADDRESS:	CONTRACTOR LICENSE NO.:

Services requested to be accomplished and referred to replacing Heating and Air Conditioning (HVAC) unit located at 2279 Crompond Road, Yorktown Heights, New York 10598 (located behind Yorktown Police Department. The work shall be in accordance with the Bid/Request for Proposals – Town of Yorktown HVAC System Replacement Project.

If this bid is accepted and the undersigned fails to enter into the agreement and provide insurance and bonds as specified herein within eight (8) days, (not including Sundays and legal holidays), after Contractor has received notice from the Town of Yorktown that the Agreement has been awarded, the Town of Yorktown may, at its option, determine that Contractor has abandoned the Agreement and thereupon this bid and the acceptance thereof shall be null and void.

The undersigned, as Contractor, declares that the only person or parties interested in this Bid as principals are those named herein; this Bid is made without collusion with any other person, firm, or corporation; it has carefully examined the locations of the proposed work and the proposed form of Agreement, and, it proposes and agrees that, if this bid is accepted, it will contract with the Town of Yorktown, in the form of the copy of the Agreement annexed hereto, to provide all necessary labor, equipment, tools, materials (except as otherwise specified in the Agreement), and incidentals necessary to accomplish the services specified in the Agreement in the manner and time therein prescribed and according to the requirements of the Town of Yorktown as therein set forth, and that it will take in full payment therefore the following item prices, to wit.

A Non-Collusive Bidding Certificate (attached) must be signed, notarized, and returned with the Bid Form and Proposal.

