



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



Town of Richmond – Request for Proposals
Air Conditioning Roof Top Unit

The Town of Richmond is requesting proposals from qualified licensed contractors to provide a quote for commercial air conditioning replacement to the Town Center building in the Post Office area located at 205 Bridge Street.

Description of Project

The existing air conditioning unit located in the Post Office is in need of replacement. The Post Office is located at 205 Bridge Street in Richmond, VT.

Description of issues to be resolved:

- There is both public space and employee space in the Post Office.
- The area is currently cooled by a roof top unit, which is failing to keep the spaces at a temperature below 78 degrees Fahrenheit.
- The Town is looking for proposals for replacement of the roof top unit. Providing specifications of the unit type recommended is mandatory for response to the proposal. If the contractor feels that there may be a few options to consider, providing pricing and specification for options is encouraged.
- The Town is open to considering suggestions for auxiliary cooling systems (such as heat pumps) for certain areas where the roof top unit may be ineffective. Please provide recommendations, specifications and pricing for such systems.
- Please make recommendations with pricing and specifications for any ductwork modifications the contractor feels may be necessary.
- The contractor is also responsible for the following:
 - Removing and disposing of existing air conditioning unit and any materials currently in use that will be replaced.
 - Coordination with the Post Office to work during business hours in a manner which disrupts their operations as little as possible.
 - Leave work area clean at the end of each day.
 - Leave work area clean at the end of the job
- The Town would prefer to have this work completed by June 30, 2019, but may accept completion dates later than June 30, 2019 if circumstances do not allow for work to be completed by June 30, 2019. Please indicate when the estimated start and completion dates would be should you be awarded this job.

**Site visits can be arranged by calling Town Manager,
Josh Arneson at 802-434-5170 or email
jarneson@richmondvt.gov**

Information for Contractors Proposal Submission.

Contractors are required to submit a sealed and signed copy of their bid. The bid, whether mailed or hand delivered, must arrive at the TOWN no later than **3pm Wednesday, May 15, 2019.** **Sealed Bids must be addressed to the Town Manager, Josh Arneson and labeled as “Response to RFP – Post Office”.**

Mailing Address

Town of Richmond
P.O. Box 285
Richmond, VT 05477

Physical Address for Delivery

203 Bridge St.
Richmond, VT 05477

Contractors mailing bid proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Contractors assume the risk for the method of delivery chosen. The TOWN assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the TOWN and will not be returned.

Contractor is to complete the following bid documents and include in the bid package: Bid Proposal, Bid Schedule, Subcontractor List, Certificate of Insurance and Performance Bond along with three (3) references. Please provide a **sealed bid** along with supporting documentation no later than **3:00 pm Wednesday, May 15, 2019 at the Richmond Town Manager’s office. Proposals will be opened and read aloud at 3:05pm on Wednesday, May 15, 2019 in the Town Center Meeting Room.**

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Examination of Contract Documents and Project Site

Each bidder is solely responsible for thorough review of the Request for Proposal (RFP) Documents and the examination of Project site prior to submitting a Bid Proposal. Bidders are responsible for inspecting the work locations and making their own area and quantity estimates.

License

The successful bidder and any subcontractor(s) must possess a current and valid contractor's license(s) in the classification(s) required by law to perform the work.

Insurance Requirements

No later than ten days following issuance of the notice of award, Contractor is required to procure and provide proof of the insurance coverage required in the form of certificates and endorsements. The required insurance must cover the activities of Contractor and its Subcontractors relating to or arising from the performance of the Work, and must remain in full force and effect at all times during the period covered by the Contract until the date of recordation of the notice of completion. The coverages may be arranged under a single policy for the full limits required or by a combination of underlying policies with the balance provided by excess or "umbrella" policies, provided each such policy complies with the requirements set forth herein. (Please refer to Insurance requirements attached)

Award Procedure

The bid will be awarded subject to availability of funds. The Town of **Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.**

Stop Work:

If the Work is defective, or if the Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to furnish or perform the required documents in the Contract Documents, or fails to furnish or perform the Work in conformance with the contract or in such a way that the completed Work will conform to the Contract Documents, the Town may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. Authorization to start work must be issued by the Town.

Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about June 15, 2019 and to end prior to **June 30, 2019**. Amendments extending the period of performance, if any, shall be at the sole discretion of the TOWN.

INDEMNIFICATION

Contractor shall indemnify and hold harmless Municipality and Municipality's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorney's fees, liens, and judgments of every nature, and description brought or recovered against them by reasons of any act or omission of the said Contractor, its agents, employees, or sub-contractors, in the execution of the work or in guarding the same. The Contractor shall defend the Municipality and its officers and employees against all claims or suits arising in whole or

in part from any act or omission of the Contractor or of any agent or subcontractor of the Contractor. The Municipality shall notify the Contractor in the event of any such claim or suit, and the Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

Contractor shall assume full responsibility for the protection of all buildings, structures and utilities (both public and private). All damage, injury or loss to any public or private property, by the Contractor, or any sub-contractor, shall be replaced or restored to at least the original condition to the satisfaction of the Municipality at the contractor's expense.

Nothing in this Contract shall constitute a waiver by the Municipality of any statutory limits or immunities from liability.

INSURANCE

Before commencing work on this Contract the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Contractor agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that will otherwise comply with the provisions that follow. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the Municipality. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this agreement. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors and sole proprietors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Contractor shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the Municipality as an additional insured.

Contractor agrees to maintain at all times during the period of this Agreement all of the following:

General Liability. Commercial General Liability insurance coverage providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Agreement), independent contractors, and products- completed operations liability (if applicable).

Contractor agrees to maintain at all times during the period of this Agreement a total combined general liability policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate, applying to liability for bodily injury, personal injury and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such

policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the Municipality as an additional insured.

Automobile Liability. Business automobile liability insurance covering liability for bodily injury and property damage arising out of the Municipality's ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance at that afforded by the underlying policy. Unless included within the scope of Contractor's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the Municipality as an additional insured.

Workers' Compensation. Workers' compensation insurance in compliance with all applicable statutes including an all states or universal endorsement where applicable. Such policy shall include employer's liability coverage in an amount of no less than \$500,000. If Contractor is not required by statute to carry workers' compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers' compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers' compensation or employers' liability benefits for damages arising out of any injury or illness resulting from performance of work under this agreement. If any such change requires Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance coverage.

WARRANTY AND BOND

Contractor warrants all work performed under this Contract for a period of one year from the date the work is completed and accepted by Municipality. The warranty must be secured either by Contractor's performance bond or such other security as is acceptable to Municipality.

**RICHMOND TOWN CENTER AIR CONDITIONING
BID FORM**

Submit this page along with supporting documents as your complete bid proposal

The undersigned, having become familiar with the scope of work as outlined in the description of project, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services required to perform the proposed air conditioning replacement project as outlined, all for the lump sum price for work in place.

Richmond Town Center Air Conditioning replacement project.

Option 1 Description: _____

Lump Sum Option 1 \$: _____

Option 2 Description: _____

Lump Sum Option 2 \$: _____

Option 3 Description: _____

Lump Sum Option 3 \$: _____

The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

Identification of sub-contractors

The following sub-contractors will be utilized in the completion of this contract:

Sub-contractor	Specialty
_____	_____
_____	_____

Bid submitted by:

Contractor: _____

Address: _____

Phone: _____ E-mail: _____

Contractor Authorized Agent Signature: _____

Printed Name and Title: _____

Date bid Signed: _____