

Request for Proposals

Town of Hebron and Hebron Board of Education

MAINTENANCE AND REPAIR OF HVAC EQUIPMENT

RFP # 2023-06

The Town of Hebron will accept bids for Maintenance and Repair of HVAC Equipment at all Town facilities including the elementary schools. All bids must be submitted in accordance with Town specifications and on forms supplied by the Town. Bid forms and specifications are available in the Office of the Town Manager, 15 Gilead Street, Hebron, CT 06248 or at <https://hebronct.com/bids/>. Bids will be received until 10:00 a.m. on Monday, May 1, 2023, when they will be opened and read publicly. There will be a mandatory pre-bid meeting and walk-through on Thursday, April 13, 2023, at 8:00 a.m. starting at the Hebron Town Office Building. The Town reserves the right to reject any or all bids.

Andrew J. Tierney
Town Manager

TOWN OF HEBRON and HEBRON BOARD OF EDUCATION

MAINTENANCE AND REPAIR OF HVAC EQUIPMENT

SPECIFICATIONS

1. GENERAL

Through these specifications the Town of Hebron will contract for the inspection, maintenance, repair and replacement of heating, ventilating, and air conditioning equipment and controls.

The equipment covered by the contract resulting from this bid shall include all HVAC equipment and controls located at the designated buildings, including equipment maintained by the Hebron Board of Education; excluding any equipment being maintained under warranty by the contractor who initially installed it. All references to the Town shall include the Board of Education.

2. PROPOSAL PROCEDURES

All proposals shall be submitted on forms provided by the Town of Hebron and addressed to the Town Manager's Office, Town of Hebron, 15 Gilead Street, Hebron, CT 06248 <https://hebronct.com/bids/>. Bids will be received until 10:00 a.m. on Monday, May 1, 2023, when they will be opened and read publicly. Sealed bid envelopes shall be clearly labeled "RFP # 2023-06, Maintenance and Repair of HVAC Equipment".

There will be a mandatory pre-bid meeting and walk-through on Thursday, April 13, 2023 at 8:00 a.m. starting at the Hebron Town Office Building, 15 Gilead Street.

The Town reserves the right to waive informalities or reject any or all bids when such action is deemed in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals during the term of the contract. All exceptions of the bidder to the terms and specifications of this bid shall be made in writing and submitted in full with the Bid Form. For all other terms and specifications, submission of a bid constitutes acceptance by the bidder. The Town, at its sole discretion, reserves the right to reject bids which contain exceptions that it considers unacceptable.

Bidders may submit proposals for any or all locations, but preference will be given to contractors bidding all locations. The Town may split the award to multiple contractors if in the best interests of the Town.

The Contractor will be required to provide a copy of their license(s) with the bid form.

The Contractor will be required to sign a Non-Collusive Affidavit Form (Appendix I) in acknowledgement of the Town of Hebron Code of Ethics to be submitted with the bid form.

Bidders are advised that the Town of Hebron has a Local Bidder Preference Ordinance (Appendix II).

The Bid Proposal Form (Pages 8 – 24) should be submitted in triplicate.

3. SCOPE OF SERVICES

Services provided by the Contractor shall consist of the inspection, maintenance, repair, and replacement of heating, ventilating and air conditioning equipment and controls located at the designated buildings. At the mutual agreement of both parties, the terms of the contract resulting from this bid may be extended to include other Town buildings.

4. TERM

The contract period for the services provided herein will begin on July 1, 2023, and extend until June 30, 2026. The contract may be extended for an additional two (2) years upon the mutual consent of the parties.

5. TERMINATION

All work done as a result of this Contract shall be completed to the satisfaction of the Town Manager or his designee. The Town reserves the right to terminate this agreement upon ten (10) calendar days written notice of failure by the Contractor to provide service to the satisfaction of the Town Manager or his designee.

6. NONDISCRIMINATION

The Contractor agrees and warrants that it will not discriminate against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation, or physical disability or other basis in any manner prohibited by the laws or ordinances of the United States, the State of Connecticut, or the Town of Hebron.

7. INSURANCE

The Contractor shall furnish a certificate of insurance to the Town Manager or his designee for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Hebron will receive thirty (30) days written notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

Any aggregate limit shall apply per project. Contractor's insurance shall be primary over any other valid and collectible insurance. Any deductibles are the sole responsibility of the Contractor. Such policy shall name the Town of Hebron as "additional insured".

- A. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations, Broad Form Property Damage:

\$1,000,000 Bodily Injury per Occurrence
\$1,000,000 Property Damage per Occurrence
\$1,000,000 Combined Single Limit

Property damage Liability for the following hazards if applicable:

X (Explosion), C (Collapse), U (Underground damage).

B. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Bodily Injury per Occurrence

\$1,000,000 Property Damage per Occurrence

\$1,000,000 Combined Single Limit

C. Owners Protective Liability:

On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and Contractors Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.

The wording for both named insured and additional insured shall read as follows: The Town of Hebron and its respective officers, agents and servants.

D. Worker's Compensation:

In accordance with Connecticut State Statutes.

Employers Liability Limit - \$1,000,000.

8. HOLD HARMLESS

The Contractor agrees to indemnify, defend and hold harmless the Town of Hebron and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Hebron resulting from or arising out of:

Any breach by the Contractor of the terms of the specifications, or

Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Hebron or the Contractor or subcontractors or material men or

Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or

Any damage to property, real or personal, (including property of the Town of Hebron or its respective officers, agents and servants)

caused in whole or in part by the acts or omissions of the Contractor any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Hebron.

9. INQUIRIES

Questions regarding this bid may be addressed to William Bell, Building Maintenance, Town of Hebron, 860-918-0937. Questions shall be presented no later than Friday, April 21, 2023, to allow sufficient time for preparation and distribution of addenda.

10. NON-COLLUSION

Any act or acts of misrepresentation or collusion shall be the basis for disqualification of any bid or proposal submitted by such person or company guilty of said misrepresentation or collusion. If the Contractor has made any misrepresentations or has been involved in collusion and such conduct is discovered after the execution of an Agreement with the Town, the Town may cancel the Agreement without incurring liability, penalty, or damages.

11. DISPUTE RESOLUTION

The sole remedy for any claim, dispute, or other matter in question arising out of or related to the Agreement between the Town and the Contractor resulting from this bid shall be by legal or equitable suit filed in the Superior Court for the Judicial District of Tolland County in Rockville, Connecticut. The Town and the Contractor further agree that no party is entitled to arbitration for any claim, dispute, or other matter in question arising out of or related to the Agreement between the Town and the Contractor resulting from this bid.

12. HAZARDOUS MATERIALS

The Contractor, when providing, using, storing, delivering or disposing of any toxic, hazardous or potentially dangerous materials, shall advise the Town, in writing, of the condition of such hazardous materials in advance of conducting any work and is responsible for protecting the Contractor's own employees, those of the Town, and all its' agents from the hazards associated with such materials. The Contractor shall furnish direction, precautions, or training, provided or made available from the supplier of the materials, or other acceptable source, for use by all persons who may be subject to the hazard. The Contractor shall comply with all applicable regulations and laws. The Contractor shall dispose of any hazardous or toxic substances in accordance with all applicable regulations or laws, including E.P.A. and D.O.T., and shall provide the Town with the appropriate generator E.P.A. number. The Contractor shall do all things necessary to ensure that there will be no discharge, spillage, uncontrolled loss, seepage or filtration of any hazardous or toxic waste on the site caused by the Contractor's operations. The Contractor is responsible for any and all costs and liabilities associated with the clean up of any such spillage, etc., or as required by any regulating authority, and holds the Town harmless against any current or future liabilities resulting from such an incident.

13. SAFETY

The Contractor shall take all reasonable precautions to ensure the safety of workers, Town employees and the general public at all times. This shall include, but is not limited to, adherence to OSHA standards for lock out/tag out procedures and adherence to the Town's confined space requirements.

14. SERVICES TO BE PROVIDED

Under this Agreement, the Contractor will provide labor for three types of service:

- Inspections
- Routine maintenance
- Repairs, replacement and new installation

Inspections of equipment covered shall be done at both semi-annual and mid-season intervals, as necessary for filter replacements, etc. The actual scheduling of such inspections will be developed jointly by the Town and the Contractor upon the award of the contract. Semi-annual inspections and maintenance as specified in the attached schedules shall be performed at the beginning of the heating season (October – November) and at the beginning of the cooling season (May – June). The Contractor shall also provide two mid-season inspections to ensure the proper operation of covered equipment.

Routine maintenance shall include the completion of all tasks specified in the inspection and maintenance schedule and shall be performed at the time of inspection. Under routine maintenance the Contractor shall perform normal and routine cleanings as suggested/required by the manufacturer and the Contractor shall provide all labor and materials (e.g. belts, lubricants, filters, etc.) to assure the continued normal and proper operation of covered equipment found to be in good working order.

Repairs, Replacement and new Installations shall include the work done by the Contractor at times other than routine scheduled inspections and maintenance to restore malfunctioning equipment to normal and proper operation. The Contractor shall respond to calls for repairs within forty-eight hours when summoned by the Town for non-emergency service. The Contractor shall respond to calls for emergency repairs within two hours following a request for emergency service. All labor for repairs shall be provided at the hourly rates of this Agreement. Parts shall be invoiced separately at the specified discount from list.

All work that is not identified by the Town as an emergency shall be performed during the building's normal hours of operation. No overtime charges will be imposed on the Town for any work covered by the base bid, and the Contractor must receive approval for billing at overtime rates for any other work.

When performing service, the Contractor shall leave the buildings in clean condition. When servicing equipment plastic or paper runners shall be installed over carpet or flooring.

15. CODES

All work shall be performed in accordance with all applicable federal, state and local safety and building code standards. The Contractor shall obtain all necessary permits. Any Town of Hebron permits will be issued to the Contractor at no charge. No payment will be made to the Contractor unless all work needing a permit is inspected and approved by the Town's Building Inspector.

16. CONTRACTORS QUALIFICATIONS

The Contractor must, upon request, show evidence that it is licensed to perform HVAC and commercial boiler work and service in the State of Connecticut. The Contractor must also show evidence it is experienced in maintaining HVAC equipment in a large commercial office building and/or large government office buildings. They must have a minimum of five (5) years of recent experience in all phases of inspection, service, repair and new equipment installation. The Contractor shall have experience with Energy Management Software for large buildings.

The Contractor shall maintain sufficient company staffing to provide service to the Town/BOE in accordance with the contracted response time. The company must have a minimum of two (2) full time State of Connecticut licensed HVAC technicians on their payroll. A properly licensed Boilerman shall perform maintenance and repair work as required.

17. SERVICE PERSONNEL

The Contractor shall provide evidence that the personnel who will perform work as specified herein are currently and appropriately licensed as required under applicable state laws and regulations to do such work.

No more than one service person per call shall perform repairs unless approval has been obtained from the Town in advance. Should more than one service person be assigned to perform repairs the Town is not obligated to pay for any portion of any labor charge for such additional personnel billed to the Town. Work or job orders signed by Town employees at the completion of a particular job do not constitute either prior approval or acceptance of labor charges for more than one person.

18. DOCUMENTATION

Upon the completion of any inspection or maintenance, the Contractor's personnel shall complete a checklist indicating for each piece of equipment serviced the findings of the inspection, any maintenance work done, and the need, if any, for additional repairs. The Contractor shall prepare, for approval by the Town, a checklist form that clearly indicates the piece of equipment worked on (model number, serial number, and location), the services provided, parts used and time spent doing the work. The form must be signed by the Contractor's personnel and submitted to Town Facilities' personnel for approval and signature prior to the Contractor's personnel leaving the site. Failure to submit the form in the prescribed manner shall be grounds for denying payment and possible termination of the contract at the discretion of the Town.

19. DISCOUNT

The bidder shall identify any discount or markup that will be provided to the Town/BOE for parts and materials. The percentage discount or markup.

20. EQUIPMENT LOCATIONS

A partial list of equipment locations is included below. Any item or items omitted from the following list which pertain to HVAC equipment and controls are also to be covered under this contract. The following list is not complete and is only provided as a courtesy for future reference. There will be a pre-bid meeting and walk-through on Thursday, April 13, 2023, at 8:00 a.m. starting at the Town Office Building for preliminary review.

- A. Town Office Building – 15 Gilead Street
- B. Horton House – 8 Marjorie Circle
- C. Douglas Library – 22 Main Street
- D. Senior Center – 14 Stonecroft Drive
- E. Fire Company # 1 – 44 Main Street
- F. Fire Company # 2 – 663 Church Street
- G. Fire Company # 3 – 164 North Street
- H. Public Works Department – 550 Old Colchester Road
- I. Dog Pound – 550 Old Colchester Road
- J. Burnt Hill Park Operations Building – 148 East Street
- K. Peters House – 150 East Street
- L. Hebron Elementary School – 92 Church Street
- M. Gilead Hill School – 580 Gilead Street

21. BILLING AND PAYMENTS

Invoices shall be mailed to the Town of Hebron, Finance Department, 15 Gilead Street, or the Hebron Board of Education, 580 Gilead Street, Hebron, CT 06248. Each building shall be invoiced separately and each invoice shall clearly identify which building the invoice pertains to. Each invoice shall also clearly identify the date(s) and the number of hours per date worked by each service employee. A complete list of parts and materials with the cost of each shall be provided on invoices submitted to the Town. All invoices shall be submitted to the Town/BOE within eight (8) weeks following the completion of the work invoiced. The Town/BOE reserves the right to refuse to pay invoices submitted more than eight weeks after completion of the work invoiced. Remittance for parts, labor and equipment shall be made within thirty (30) days after receipt of invoice.

Standard Hourly Rate

The hourly rate charged to the Town for work specifically included in the base bid and performed during normal business hours shall be provided on the Bid Form. Hourly charges shall start when the technician arrives on site and shall end when the technician departs the site. No charges for mileage or travel time will be allowed.

Restrictions

Any restrictions, such as a minimum charge for emergency overtime service calls, shall be provided on the Bid Form. Failure to note any such restriction may constitute suitable grounds for rejection of the bid.

Overtime Rate

The hourly rate for work required by the Town beyond the Contractor's normal business hours, and outside normal business hours, shall be provided on the Bid Form.

TOWN OF HEBRON

MAINTENANCE AND REPAIR OF HVAC EQUIPMENT

PROPOSAL FORM

Town Manager
15 Gilead Street
Hebron, CT 06248

BASE BID

In accordance with the specifications, the undersigned submits the following proposal for repairs and services not included as part of the semi-annual maintenance detailed in the following bid sheets for HVAC equipment for the Town of Hebron.

Base Bid: July 1, 2023 – June 30, 2026

Regular Hourly Rate: \$ _____

Bidder's Regular Hours Are: _____

Bidder's Overtime Hourly Rate \$ _____

Markup or discount on materials _____

The completed forms identifying the Bidder's experience and licensed technicians are enclosed with this Bid Form. The undersigned is submitting this bid without collusion with any other individual or corporation.

SUBMITTED FOR:

SUBMITTED BY:

Firm _____

Signature _____.

Address _____

Name _____.

Title _____.

Telephone _____.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

A. WORK TO BE PERFORMED AT: Hebron Town Office Building, 15 Gilead Street

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all heating/cooling and ventilation equipment
2. Replace all filters and belts (include high efficiency pleated air filters)
3. Blow out and test condensate drains
4. Chemically clean all condensers in spring
5. Lube and check motors and blowers
6. Tighten and check all electrical connections
7. Inspect contactors and electrical components
8. Start and check refrigerant charge on all A/C units
9. Inspect five (5) ductless indoor evaporators, clean evaporator filters, and deep clean coils on evaporators
10. Clean Lochinvar gas boiler
11. Inspect and clean heat exchanger on the boiler
12. Check acid neutralizer, fill as needed
13. Check condensate pump
14. Check incoming and operating gas pressure of the boiler
15. Inspect flue and intake piping
16. Test all systems for proper operation, perform efficiency and combustion test
17. Inspect and clean the lower level ERV
18. Check voltage and amperage and record results
19. Provide detailed report upon completion of inspection

Note: Repairs and parts not included in this maintenance proposal.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

B. WORK TO BE PERFORMED AT: Horton House, 8 Marjorie Circle

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all heating and cooling equipment
2. Tighten and check all electrical connections
3. Inspect contactors and electrical components
4. Inspect five (5) ductless indoor evaporators, clean evaporator filters, and deep clean coils on evaporators
5. Provide complete cleaning and maintenance on one (1) window AC unit
6. Clean Lochinvar gas boiler
7. Clean heat exchanger
8. Check acid neutralizer, fill as needed
9. Check condensate pump
10. Check gas pressure
11. Inspect flue and intake piping
12. Test all systems for proper operation, perform efficiency test
13. Check voltage and amperage and record results
14. Provide detailed report upon completion of inspection

Note: Repairs and parts not included in this maintenance proposal.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

C. WORK TO BE PERFORMED AT: Douglas Library of Hebron, 22 Main Street

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all heating/cooling and ventilation equipment
2. Complete maintenance on dehumidification system
3. Replace all filters and belts (include high efficiency pleated air filters)
4. Grease bearings and motors as required
5. Blow out and test condensate drains
6. Chemically clean condensers in spring
7. Start and check refrigerant charges in systems
8. Lube and check motors and blowers
9. Tighten and check all electrical connections
10. Inspect contactors and electrical components
11. Lubricate linkages for dampers and test
12. Clean Burnham gas boiler
13. Test all systems for proper operation, perform efficiency test
14. Check voltage and amperage and record results
15. Provide detailed report upon completion of inspection

Equipment Includes:

Five (5) split hydro AHUs
Two (2) Aaon RTUs

Note: Repairs and parts not included in this maintenance proposal.
Excludes SNE control system; coordination with SNE may be necessary.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

D. WORK TO BE PERFORMED AT: Senior Center, 14 Stonecroft Drive

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all heating, cooling and ventilation equipment
2. Clean and inspect indirect hot water heater
3. Replace all filters and belts (include high efficiency pleated air filters)
4. Flush condensate pumps
5. Test refrigerant charge
6. Perform chemical condenser cleaning
7. Tighten and check all electrical connections
8. Inspect contactors and electrical components
9. Test all systems for proper operation, perform efficiency test
10. Check voltage and amperage and record results
11. Provide detailed report upon completion of inspection

Equipment Includes:

Four (4) Bryant gas furnaces
One (1) Navien on-demand water heater
Four (4) Bryant evaporators and condensers

Note: Repairs and parts not included in this maintenance proposal.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

E. WORK TO BE PERFORMED AT: Fire Company # 1, 44 Main Street

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all heating/cooling and ventilation equipment
2. Replace all filters and belts (include high efficiency pleated air filters)
3. Grease bearings and motors as required
4. Lube and check circulating pumps
5. Chemically clean condensers and handlers in spring
6. Start and check refrigerant charges in systems
7. Blow out and test condensate drains
8. Lube and check motors and blowers
9. Tighten and check all electrical connections
10. Inspect contactors and electrical components
11. Lubricate linkages for dampers and test
12. Provide complete maintenance on one (1) central AC system Armstrong AHU
13. Provide complete cleaning and maintenance on five (5) sleeve AC units (including Police Department)
14. Service and clean two (2) Veissmann on demand natural gas boilers
15. Service and clean six (6) thermostatically controlled Modine heating units – these are run off of the natural gas boiler
16. Service and clean A O Smith natural gas 30 gallon hot water heater (furnace room)
17. Test all systems for proper operation, perform efficiency test
18. Check voltage and amperage and record results
19. Provide detailed report upon completion of inspection

Note: Repairs and parts not included in this maintenance proposal.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

F. WORK TO BE PERFORMED AT: Fire Company # 2, 663 Church Street

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all heating/cooling and ventilation equipment
2. Replace all filters and belts (include high efficiency pleated air filters)
3. Grease bearings and motors as required
4. Blow out and test condensate drains
5. Chemically clean condensers in spring
6. Start and check refrigerant charges in systems
7. Lube and check motors and blowers
8. Tighten and check all electrical connections
9. Inspect contactors and electrical components
10. Lubricate linkages for dampers and test
11. Provide complete maintenance on central AC systems
12. Clean boiler, replace oil filter, nozzle and electrodes
13. Check day tank and pump of interior fuel oil holding tank
14. Check condition of outside tank and pipes from tank to boiler
15. Test all systems for proper operation, perform efficiency test
16. Check voltage and amperage and record results
17. Provide detailed report upon completion of inspection

Note: Repairs and parts not included in this maintenance proposal.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

G. WORK TO BE PERFORMED AT: Fire Company # 3, 164 North Street

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all heating
2. Provide complete cleaning and maintenance on window and sleeve AC units
3. Clean boiler, replace oil filter, nozzle and electrodes
4. Service and clean propane heater in Forestry bay
5. Service and clean thermostatically controlled Modine heating units
6. Test all systems for proper operation, perform efficiency test
7. Check condition of outside tank and pipes from tank to boiler
8. Check voltage and amperage and record results
9. Provide detailed report upon completion of inspection

Note: Repairs and parts not included in this maintenance proposal.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

H. WORK TO BE PERFORMED AT: Public Works Facility, 550 Old Colchester Road

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all heating/cooling and ventilation equipment
2. Lube and check motors and blowers
3. Tighten and check all electrical connections
4. Inspect contactors and electrical components
5. Provide complete cleaning and maintenance on window and sleeve AC units
6. Clean boiler, replace oil filter, nozzle and electrodes
7. Service and clean three (3) thermostatically controlled Modine heating units
8. Test all systems for proper operation, perform efficiency test
9. Check voltage and amperage and record results
10. Provide detailed report upon completion of inspection

Note: Repairs and parts not included in this maintenance proposal.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

I. WORK TO BE PERFORMED AT: Dog Pound, 550 Old Colchester Road

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on propane heating equipment
2. Replace all filters and belts (include high efficiency pleated air filters)
3. Lube and check motors and blowers
4. Tighten and check all electrical connections
5. Inspect contactors and electrical components
6. Test all systems for proper operation, perform efficiency test
7. Check voltage and amperage and record results
8. Provide detailed report upon completion of inspection

Note: Repairs and parts not included in this maintenance proposal.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

J. WORK TO BE PERFORMED AT: Burnt Hill Park, 148 East Street

Description of maintenance work to be performed semi-annually:

1. Complete inspection of all heating/cooling and ventilation equipment
2. Replace all filters and belts (include high efficiency pleated air filters)
3. Grease bearings and motors as required
4. Blow out and test condensate drains
5. Chemically clean condensers in spring
6. Start and check refrigerant charges in systems
7. Lube and check motors and blowers
8. Tighten and check all electrical connections
9. Inspect contactors and electrical components
10. Lubricate linkages for dampers and test
11. Provide complete maintenance on central AC systems
12. Test all systems for proper operation, perform efficiency test
13. Check voltage and amperage and note
14. Provide detailed report upon completion of inspection

Note: Repairs and parts not included in this maintenance proposal.

Equipment Includes: DX Cooling and Gas Boiler

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

K. WORK TO BE PERFORMED AT: Peters House, 150 East Street, Hebron

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all heating/cooling and ventilation equipment
2. Replace all filters and belts (include high efficiency pleated air filters)
3. Grease bearings and motors as required
4. Blow out and test condensate drains
5. Chemically clean condensers in spring
6. Start and check refrigerant charges in systems
7. Lube and check motors and blowers
8. Tighten and check all electrical connections
9. Inspect contactors and electrical components
10. Lubricate linkages for dampers and test
11. Provide complete maintenance on three (3) UNICO central AC systems
12. Clean UNICO natural gas furnace
13. Test all systems for proper operation, perform efficiency test
14. Check voltage and amperage and record results
15. Provide detailed report upon completion of inspection

Note: Repairs and parts not included in this maintenance proposal.

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

Spell out the amount above.

TOWN OF HEBRON
MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
BID FORM

WORK TO BE PERFORMED AT: Hebron Elementary School, 92 Church Street
Gilead Hill School, 580 Gilead Street

Description of maintenance work to be performed semi-annually:

1. Complete maintenance on all HVAC equipment.
2. Grease bearings and motors as required.
3. Blow out and test condensate drains.
4. Lube and check motors and blowers.
5. Clean boilers.
6. Test all systems for proper operation, perform efficiency test.
7. Provide detailed report upon completion of inspection.

Note: Repair and parts not included in this maintenance proposal.

Excludes SNE control system; coordination with SNE may be necessary

Food service refrigeration systems are not included in the scope.

Programmed Maintenance

1. Semi-annual inspections and two (2) operational inspections per year – Total four (4) scheduled maintenance visits. All materials and labor for scheduled maintenance (i.e. maintenance tasking procedures) is included within the cost of this program.

Under normal heating conditions, technician will be on site within four (4) hours of service call.

HEATING EQUIPMENT INVENTORY LIST				
Description of Items (Include make and model number)	Make	Model	Size	BTU
Hebron Elementary School				
Upper Boiler Room	Viessmann	VD2-440	57hp	
Natural Gas Burner	Riello	RS-50		
Crest Condensing Boiler	Lochinvar	Crest		1,999,999
Lower Boiler Room	Viessmann	VD2-230	30 hp	
Natural Gas Burner	Riello	RS-28		
Crest Condensing Boiler	Lochinvar	Crest		1,000,000
	Make	Model	Size	BTU
Gilead Hill School				
Boiler Room	Viessmann	VD2-630	80hp	
Natural Gas Burner	Riello	RS-70		
Crest Condensing Boiler	Lochinvar	Crest		1,999,999

SUMMARY OF EQUIPMENT AT HEBRON ELEMENTARY SCHOOL

Refer to Attached Exhibit A

Four (4) ductless air units

Three (3) rooftop exhaust fans – Gymnasium

One (1) exhaust fan – near Classroom 10

Air Handling Units:

AHU 1 – Gymnasium

AHU 2 – Cafeteria

Fan Control Units (heat and air):

FCU 1 – Media Center

FCU 2 – Computer Lab

FCU 3 – Main Office

Heat Recovery Units:

HRU 1 – Attic (Main Office wing)

HRU 2 – Rooftop – near Classroom 10

HRU 3 – Gymnasium/Auditorium

There are two (2) boiler rooms in Hebron Elementary School.

SUMMARY OF EQUIPMENT AT GILEAD HILL SCHOOL
Refer to Attached Exhibit B

Three (3) Rooftop Exhaust Fans

Two (2) Large Rooftop Exhaust Fans

Seven (7) ductless air units

Air Handling Unit:

AHU 1 – Above Storage Room near Multi-Purpose Room

Fan Control Units (heat and air):

FCU 1 – Superintendent's Office

FCU 2 – Special Education Office

Heat Recovery Units:

HRU 1 – Rooftop

HRU 2 – Rooftop

HRU 3 – Rooftop

HRU 4 – Storage Closet

HRU 5 – Gym/Storage

There is one (1) boiler room in Gilead Hill School.

L. WORK TO BE PERFORMED AT: Hebron Elementary School, 92 Church Street, Hebron

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

M. WORK TO BE PERFORMED AT: Gilead Hill School, 580 Gilead Street, Hebron

We propose to provide the maintenance services noted above for the sum of \$ _____ annually.

TOWN OF HEBRON

MAINTAINENCE AND REPAIR OF HVAC EQUIPMENT

BIDDER'S EXPERIENCE - REFERENCES

This form shall be completed and returned with the Bid Form. Bidders may submit additional sheets as necessary. "EMS" stands for "Energy Management System".

Bidder: _____

Address: _____

Building/Company Serviced: _____

Address: _____

Owned By: _____

Name and Telephone
of Contact Person _____

EMS (name of software and
Bidder's involvement) _____

Building/Company Serviced: _____

Address: _____

Owned By: _____

Name and Telephone
of Contact Person _____

EMS (name of software and
Bidder's involvement) _____

TOWN OF HEBRON
MAINTAINENCE AND REPAIR OF HVAC EQUIPMENT
LICENSED TECHNICIANS

This form shall be completed and returned with the Bid Form. Bidders may submit additional sheets as necessary.

Bidder: _____

Address: _____

Name	License Grade	License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPENDIX I
TOWN OF HEBRON
Department of Finance
NON COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition;
- (2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal, and
- (3) acknowledges that the Town of Hebron's Code of Ethics Policy has been received and understood.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Hebron to consider the proposal and make an award in accordance therewith.

Legal Name of Proposer/Firm

Business Address

Signature and Title

Date

Printed Name of Title Person

Subscribed and Sworn to me this ____ day of _____, 20__.

Notary Public

My Commission Expires

Hebron Code of Ethics

Effective November 5, 2019

I. Persons Governed by this Code

This code shall apply to all Town officials, officers and employees, whether elected and/or appointed, including members of boards, commissions, and committees, full time or part time, paid or unpaid and shall hereinafter be referred to collectively as “persons governed by this code.”

II. Purpose

Public office is a public trust. The trust of the public is essential for government to function effectively. Policy developed by government officials and employees affects every citizen of the town, and it must be based upon honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity, fairness and transparency of their government.

Persons governed by this code shall strive to conduct themselves in a professional, courteous, honest manner and otherwise according to the highest moral and personal standards of integrity, such that their behavior reflects favorably upon themselves and the Town of Hebron, including but not limited to conduct or communication in any public forum or media.

III. Definitions

As used in this Chapter, the following listed words and phrases shall have these specific meanings:

- A. ***Conflict of Interest:*** A conflict between one’s obligation to the public good and one’s self-interest.
- B. ***Financial Interest:*** Any monetary benefit accruing to persons governed by this code that is not equally available to the general public.
- C. ***Gift:*** Anything having value whether in the form of service, loan, tangible property, promise or any other form. However a gift shall not include

political contributions made in accordance with campaign financing regulations; nor tokens of appreciation, recognition or other incidental gratuities not exceeding \$100 per year.

- D. ***Immediate Family:*** Includes spouse/domestic partner, siblings, child(ren), parents, of persons governed by this code or the spouse/domestic partner and any individual residing in the same household.
- E. ***Independent Contractor:*** Any general contractor, subcontractor, consultant, person, firm, corporation, vendor or organization currently providing or formerly providing, goods or services to the Town of Hebron in exchange for compensation.
- F. ***Personal Interest:*** Any non-monetary benefit, special consideration, treatment or advantage accruing to persons governed by this code which is not equally available to the general public.

IV. Conflicts of Interest

No person governed by this code shall use his position or office for the financial or personal interest of himself, a business with which he is associated, an individual with which he is associated or a member of his immediate family.

No person governed by this code shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, that is incompatible with the proper discharge of his official responsibilities in the public interest or that would tend to impair his independent judgment or action in the performance of his official responsibilities.

No person governed by this code or a business with which he is associated or member of his immediate family shall enter into a contract with the Town unless it is awarded through a process of public notice and/or competitive bidding.

No person governed by this code or independent contractor shall knowingly counsel, authorize or otherwise sanction action that violates any provision of this code.

V. Disclosure and Recusal

A person governed by this code shall refrain from participating on behalf of the Town of Hebron in any matter pending before any agency of the town if he, a business with which he is associated, an individual with whom he is associated or a member of his immediate family has a financial or personal interest in that matter and such interest is not shared by a substantial segment of the town's population.

If such participation is within the scope of said person's official responsibility, he shall be required to provide written disclosure, that sets forth the nature and extent of such interest to the Town Clerk, and this disclosure shall be included in the official record of all proceedings on this matter.

Notwithstanding the prohibition outlined above, a person governed by this code may vote or otherwise participate in a matter that involves a determination of general policy if said person's interest in the matter is shared with a substantial segment of the population of the Town.

No person governed by this code shall appear on behalf of private interests before any agency of the Town, nor shall he represent private interests in any action, proceeding or litigation against the town.

Nothing contained in this code shall prohibit or restrict a person governed by this code from appearing before any agency of the Town on his own behalf, or from being a party in any action, proceeding or litigation brought by or against such person to which the Town is also a party.

For a period of one (1) year after termination of service to the Town, no former employee or Town official who participated in the negotiation or award of a town contract valued in excess of \$25,000 shall accept employment with, appear on behalf of, or represent any private interest concerning matters related to this same contract.

VI. Gifts

No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person.

If a prohibited gift is offered to a person governed by this code, he shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided he does not take the corresponding tax write-off. Alternatively, such prohibited gift may be considered a gift to the Town provided it remains in the Town's possession.

VII. Use of Town Assets

No person governed by this code or independent contractor shall request or permit the use of town funds or services, Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit, except when such assets and services are available to the public generally or are provided as Town policy for the use of persons governed by this code in the conduct of official business.

VIII. Use of Confidential Information

No person governed by this code, former employee or independent contractor shall disclose confidential information concerning Town affairs, nor shall such persons governed by this code use this information for the personal or financial interests of themselves or others.

APPENDIX II

ORDINANCE PROVIDING FOR LOCAL PREFERENCE

CHAPTER 11, ARTICLE 1

§11-1 TOWN BASED BUSINESS

The term “town based business” shall mean a business with a principal business located within the Town of Hebron. A business shall not be considered a town based business, unless evidence submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in Hebron. Such evidence may include evidence of ownership of or a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in performance of the bid.

§11-2 LOWEST RESPONSIBLE BIDDERS

On any project the lowest responsible bidder shall be determined in the following order:

Provided that such town based resident bidder shall have met all other requirements set forth in this article, any town based resident bidder which has submitted a bid not more than five (5) percent higher than the lowest most responsible bid may be awarded the bid provided such town based bidder agrees to accept the award of the bid at the amount of the lowest most responsible bid.

If more than one town based resident bidder has submitted a bid not more than five (5) percent higher than the lowest responsible bid, the lowest responsible bidder shall be that one of the town based resident bidders which had submitted the lowest bid.

§11-3 IMPLEMENTATION OF LOCAL BIDDER PREFERENCE

Any local vendor meeting the requirements of a local vendor as defined in the above ordinance responding to the solicitation shall be required to submit a signed Local Bidder Affidavit form with their bid submittal. Failure to submit an affidavit form, approved by the Town of Hebron, may result in your disqualification as a local vendor and ineligibility for contract award.

§11-4 RESTRICTION OF USE OF LOCAL BIDDER PREFERENCE

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the town and other municipalities or the State of Connecticut.

APPENDIX III

AFFIDAVIT PURSUANT
TO THE ORDINANCE PROVIDING FOR LOCAL PREFERENCE

(It is not necessary to submit this form unless you are a Hebron Town-based Business)

The undersigned, being duly sworn, disposes and says as follows:

1. That he/she is over the age of eighteen (18) years of age;
2. That he/she believes in and understands the obligations of an oath;
3. That he/she is submitting a bid as a “town based business”, pursuant to those conditions delineated in the Town of Hebron’s Ordinance Providing for Local Preference.

Name of Local Bidder
(Please Print)

Date

Signature of Local Bidder

TOWN OF HEBRON

Purchasing Office

15 Gilead Street, Hebron, CT 06248

"NO BID" RESPONSE

Name of RFP: 2023-06 Town of Hebron – HVAC Maintenance and Repair

Date of Bid Opening: Monday, May 1, 2023, 10:00 a.m.

For tracking, audit, and record-keeping purposes, we would very much appreciate knowing the reason why you have chosen not to submit a proposal for the above-referenced RFP.

Would you please take a moment to provide a brief explanation below for not submitting a proposal to us for this purchase?

Please also indicate if you would like to continue to receive bids and quotes from us in the future for above-referenced related purchases. If we do not receive this form back, we will assume you are no longer interested in receiving bids and quotes from us.

Please continue to send me bids, quotes, and RFPs. Yes _____ No _____

Company name _____

Mailing address _____

Your name _____ Date _____

This may be mailed, faxed, or e-mailed back to us at:

Town of Hebron

Attn: Town Manager's Office

Hebron, CT 06248

Fax: 860 228-4859

E-mail: dlanza@hebronct.com

Thank you for your response.

Hebron Elementary School - Exhibit A

HRU

HEAT RECOVERY UNIT

AHU

AIR HANDLING UNIT

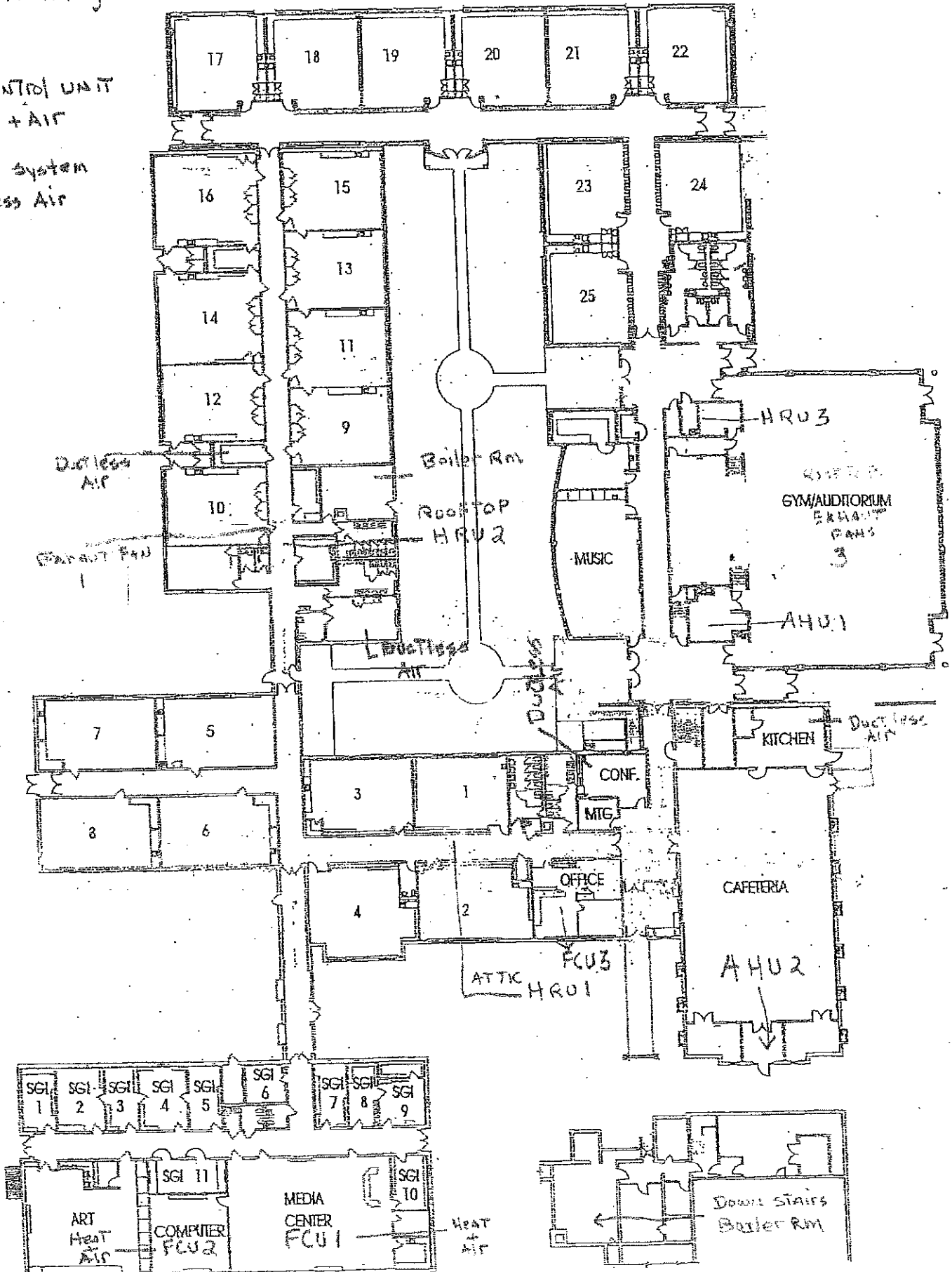
FCU

FAN CONTROL UNIT

HEAT + AIR

SPLIT system

Ductless Air



GILEAD HILL
ELEMENTARY SCHOOL

