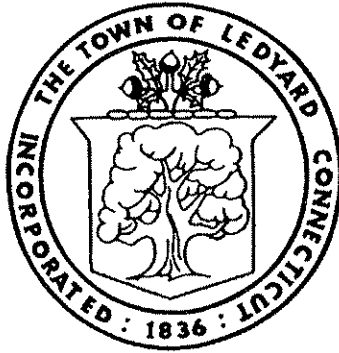




**TOWN OF LEDYARD
CONNECTICUT**

741 Colonel Ledyard Highway
Ledyard, CT 06339-1541
860-464-8740 (Phone)
860-464-1126 (Fax)

BID PACKAGE

for

**Town Hall Building Energy Efficiency and
Conservation Project**

BID #2011-01

Issue Date: November 17, 2010

**LEGAL NOTICE
TOWN OF LEDYARD, CONNECTICUT
INVITATION TO BID**

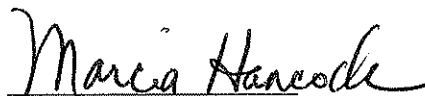
BID # 2011-01

The Town of Ledyard seeks sealed bids for the Town Hall Building Energy Efficiency and Conservation Project. Bidding documents and specifications are available at the Mayor's Office between 9:00 a.m. and 4:00 p.m. at the Ledyard Town Hall, 741 Colonel Ledyard Highway, Ledyard, CT 06339 or by contacting Ms. Sharon Dutra at 860-464-3222.

Sealed proposals will be received until 2:00 P.M. on Thursday, December 9, 2010, at the above address, at which time they will be publicly opened and read aloud in the Office of the Mayor. Proposals received after that time will not be accepted and will be returned to the bidder unopened. Sealed proposals should be clearly marked **"SEALED BID # 2011-01 Town Hall Building Energy Efficiency and Conservation Project."**

The Town of Ledyard reserves the right to waive technical defects in the bids; to reject any bids which do not conform to terms and conditions described in the specifications; to reject any or all bids and again invite bids; and waive informalities or irregularities in the qualifications bidding process.

The award of a contract, if awarded, will be to the lowest responsible bidder, provided that the bid is reasonable, and provided that it is in the best interest of the Town of Ledyard to accept such bid, and subject to any choice by the Town of Ledyard as to any alternate specifications as may be agreed upon.



Marcia Hancock
Director of Finance

**THE TOWN OF LEDYARD IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
EMPLOYER**

Town of Ledyard
Town Hall and Annex Building Energy Efficiency and Conservation Project

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1. Project Summary

The Ledyard Town Hall Building presently does not have energy efficient heating and cooling equipment. This project will retrofit the current HVAC system with energy efficient equipment to reduce the town's energy costs, energy maintenance costs, and carbon emissions. With upgrades to the HVAC system, the Town of Ledyard will increase energy efficiency and reduce energy consumption by restricting the amount of energy used to specific times of day; by restricting heating and cooling temperatures to specific temperature ranges; and by removing outdated, inefficient, carbon producing equipment.

Energy efficiency and conservation will be accomplished by replacing all existing non-programmable thermostats in Town Hall with programmable thermostats, by replacing four (4) existing AC units, and by installing a hot water heater timer so water will not be heated during nighttime and weekend hours. As a bid add alternate, the Town Hall Annex Building eight (8) individual air conditioning units will be replaced by providing a Heat Pump and programmable thermostats.

Bidders shall fully apprise themselves of the physical conditions and requirements prior to bidding.

2. Project Scope

The base bid is for the Town Hall upgrades and an add alternate bid is sought for the Town Hall Annex upgrade.

a. In Town Hall (Base Bid):

- 1) **Heat Pumps:** Replace four existing Carrier units with new heat pump split units, as follows (descriptions are as physically found on the units): three (3) 5-ton capacity units (ATTIC UNIT #3, NURSING UNIT #4, CEILING UNIT #5), and one (1) 3.5-ton capacity unit (SOCIAL SERVICES UNIT #2). Heat Pump units shall have a minimum energy efficiency rating of 14.0 SEER & 8.5 HSPF.
- 2) **Air Handlers:** Install new air handlers with up-to-date refrigerant, HVAC piping, necessary duct work, transitions, insulation (on both duct work and refrigerant lines), and appropriate lockable electrical disconnect using existing power. Condensate drain pans shall be PVC and of the double containment type.
- 3) **Heat Thermostats:** Replace twelve (12) existing wall heat thermostats with twelve (12) programmable thermostats with night set back.
- 4) **A/C Thermostats:** Replace five (5) existing A/C thermostats with five (5) programmable thermostat units with night set back.
- 5) **Timer:** Install programmable 24-hour/7-day timer with battery back-up for electric hot water heater in Boiler Room.

b. In Town Hall Annex (Add Alternate):

- 1) **Heat Pump:** Replace eight (8) existing A/C units with a 5-ton heat pump system that uses existing ductwork. The heat pump shall be installed in the grassy area at the south side of the building, unless otherwise authorized by the Town. The Heat Pump unit shall have a minimum energy efficiency rating of 14.0 SEER & 8.5 HSPF. Existing wall A/C units will be left in place.

2) Accessories:

- a) Install one (1) cooling coil mounted above the existing warm air furnace. Install and insulate refrigeration piping and electrical wiring from the inside coil to the condensing unit.
- b) Install an outside lockable electrical disconnect.
- c) Heat pump system shall meet minimum energy efficiency requirements (SEER or EER rating) to be eligible for Connecticut Energy Efficiency Fund Incentives.
- d) Condensate drain pans shall be PVC and of the double containment type. A union shall be used to allow disassembly between the pan and trap for cleaning purposes.

3) **Thermostats:** Install two (2) new heating and cooling programmable thermostats.

4) **Duct Work:** The scope of this work does not include duct work installation or modification. Any requirements related to duct work will be the subject of potential contract modification.

c. General

- 1) All heat pump equipment shall be installed and verified to operate safely.
- 2) There is a restriction that all manufactured components purchased in this contract must be assembled in the United States.
- 3) Any needed replacement or installation of pads or blocking for the Heat Pumps will be accomplished by others.

3. Building Permit and Disposal of Material.

a. Building Permit:

A building permit is required. Fees are applicable. Local fees will be waived.

Building Department is located at the Ledyard Town Hall.

Building permit and fee information – contact Building Inspection Department at 464-3217.

b. Disposal of Materials:

All debris is the responsibility of the contractor. All debris is to be removed daily, or a suitable container may be used at contractor's expense. Container locations are determined by contractor. Old equipment that is not functional will need to be disposed of by contractor, including but not limited to heat pumps and town hall air conditioning systems. Contractor will be required to recover refrigerant and dispose of the removed units and the HVAC piping according to USEPA requirements. Contractor will also be required to properly dispose of existing mercury thermostats after removal.

4. Start and Completion Dates; Hours of operation:

a. Start and Completion Dates

Project may begin as soon as contract is awarded. No work will begin until all equipment and parts are on site, unless otherwise authorized. Once project has begun, it is to continue to completion unless there are weather restrictions. Order of replacement of units to be mutually agreed upon to minimize disruption.

b. Hours of Operation

- 1) Contractor working hours will be 8:00 a.m. to 4:30 p.m. Monday - Friday.
- 2) Town holidays will be observed. Other days/hours of work may be available with the consent of the Mayoral Assistant.
- 3) Town Hall hours of operation are 8:30 a.m. to 4:30 p.m. Monday - Friday.

5. Demonstration: Companies selected are required to give a demonstration at the Ledyard Town Hall.

6. Material and Labor Guarantee/Warranty:

a. Warranty:

The contractor shall submit a written minimum warranty. This warranty shall be in addition to and not a limitation of other rights the owner may have against the contractor under the contract agreement.

b. Contractor Warranty:

A five (5) year contractor material/labor guarantee shall be incorporated in the bid proposal.

7. Contact persons:

- a. For administrative questions: Ms. Sharon Dutra, Mayoral Assistant, at 860-464-3222
- b. For technical questions: Mr. Bob Kardys, Building and Grounds Foreman, at 860-464-9060 ext. 2.

8. Miscellaneous:

- a. Clean-up: The building is to be kept clean at all times due to day and night building operations. The affected rooms shall be vacuumed or swept daily as required. The grounds shall be kept clean of debris and nails daily.
- b. Moving of furniture is the contractor's responsibility.
- c. All town and patron vehicles shall be moved from the work area around the building. A town employee shall have parking areas cleared and marked off. (Please give notice).

9. Performance Bond:

A Performance Bond in the full amount of the bid and a Labor and Materials Bond in the same amount will be required from the successful bidder for the faithful performance on the Contract. The Bonds must be in favor of the Town of Ledyard and executed by a surety company authorized to do business in the State of Connecticut. In lieu of the above bonds, alternate surety in the same amount, in the form of a secured passbook, if acceptable to the

Town Treasurer, may be substituted. The surety must be posted and accepted within thirty (30) days of the notification of award and prior to the commencement of any work under the contract.

10. Insurance:

A copy of mandatory insurance must be delivered to the Town of Ledyard, Mayor's Office, a minimum of twenty-four (24) hours prior to start date.

INSURANCE REQUIREMENTS

The successful bidder must provide the Town with a Certificate of Insurance and maintain it current as follows:

Worker's Compensation, as required by State Statute

Commercial General Liability

\$2,000,000	General Aggregate
2,000,000	Products Completed Operations Aggregate
1,000,000	Personal & Advertising Injury
1,000,000	Each Occurrence Bodily Injury & Property Damage
100,000	Fire Damage Any One Fire
5,000	Medical Payments Any One Person
	Including Explosion Collapse and Underground

Automobile Liability

\$1,000,000	Combined Single Limit Bodily Injury & Property Damage
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The contractor shall indemnify, hold harmless, and defend the Town of Ledyard from and against any and all liabilities, claims, penalties, thereto, including but not limited to, costs of defense settlement, and reasonable attorney's fees, which may be alleged against the Town of Ledyard which the Town may incur, become responsible for, or pay out as a result of death, bodily injury to any person, damage to or destruction of any property, contamination of or adverse effects on the environment or any violation or alleged violation of governmental law regulation, order caused by, arising out of, or in any manner connected with his provision of carpentry service to the Town of Ledyard. The Contractor shall be liable for and shall indemnify the Town of Ledyard from and against any injury or loss whatever resulting from the negligent act or omission of any employee or agent of the Contractor or from the failure of or inadequacy of any of the Contractor's equipment.

11. Non-Discrimination

- a. This agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill regarding nondiscrimination promulgated June 16, 1971, and such Executive Order is incorporated herein by reference and made a part thereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination until the agreement is completed or terminated prior to completion. This agreement may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this agreement.

- b. This agreement is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service and such Executive Order is incorporated herein by reference and made a part thereof. The parties agree to abide by said Executive Order and agree that the granting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to performance in regard to listing all employment openings with the Connecticut State Employment Service. This agreement may be canceled, terminated or suspended by the granting agency or the State Labor Commissioner for violation of noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner is not a party to this agreement.
- c. This agreement is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, regarding Violence in the Workforce Prevention and such Executive Order is incorporated herein by reference and made a part thereof. This agreement may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen.

12. Bid Form – Bid # 2011-01

a. Town Hall Energy Efficiency and Conservation Project (Base Bid)

\$ _____

written in words _____

b. Annex Building (Add Alternate Bid)

\$ _____

written in words _____

c. Information pamphlet containing

- 1) Manufacturer's warranty
- 2) Energy Star rating ("R" and "U" rating)
- 3) Pertinent information
- 4) Certifications
- 5) Specification sheets must state the following:

a) For Heat pumps:

American Manufacturer's Name
Energy Star Rating
Heating Capacity, Size in Tons
Seasonal Energy Efficiency Ratio (SEER)
Heating Seasonal Performance Factor (HSPF) (if available)
Energy Efficiency Ratio (EER) (if available)
Cooling capacity in KW or BTU/hr (if available)
Air Flow Rate, CFU (if available)
dB (if available)

b) For Thermostats:

American Manufacturer's Name
Energy Star Rating
24/7 or 5 day/ 2 day programmability
Temporary temperature change ability
Compatible with multiple zone systems

c) For 24 hour Timer:

American Manufacturer's Name
Energy Star Rating
Amps
Volts
Battery type

d) For Central Air Conditioning:

American Manufacturer's Name
Energy Star Rating
Multiple zone capability
Seasonal Energy Efficiency Ratio (SEER)
Heating Seasonal Performance Factor (HSPF) (if available)
Energy Efficiency Ratio (EER) (if available)

Cooling capacity in KW or BTU/hr
Air Flow Rate, CFU (if available)
dB (if available)

- d. Project estimated start date after award of bid: _____
- e. Project estimated completion time _____
- f. Number of years contractor in business _____
- g. Submitted by: _____

Vendor

Phone Number

Address

Date: _____

Authorized Signature

- h. References:

A minimum of three (3) references from customers (preferably municipal) for projects of comparable specification. Note: If previous work has been done for the Town of Ledyard, please specify.

- | | | |
|----|-------|----------------|
| #1 | _____ | Contact Person |
| | _____ | Company Name |
| | _____ | Address |
| | _____ | Phone Number |
| #2 | _____ | Contact Person |
| | _____ | Company Name |
| | _____ | Address |
| | _____ | Phone Number |
| #3 | _____ | Contact Person |
| | _____ | Company Name |
| | _____ | Address |
| | _____ | Phone Number |