

**Nesmith Library
8 Fellows Road
WINDHAM, NH 03087
Invitation to Bid
June 2015**

HVAC Upgrade

The Nesmith Library is currently inviting bids from qualified individuals or companies, acting singularly or as consortium, to install a new HVAC system at the Nesmith Library.

Specifications may be obtained at www.nesmithlibrary.org; www.windhamnewhampshire.com or at Nesmith Library, 8 Fellows Road, Windham, NH 03087. A mandatory pre-bid meeting will be held on Friday, August 14, 2015 at 10 a.m. in the library's Multi Purpose Room. All bidders must have a representative present at this meeting in order to submit a bid.

Bids are due by Monday, August 24, 2015 at 2:00 PM, and will be considered for award by the Board of Library Trustees at a meeting which will take place no later than September 8, 2015. The time and location of the meeting will be announced in advance so that bidders may have a representative present if they wish.

The Library reserves the right to reject any and all bids, to award bids in whole or in part, waive technicalities or informalities, and to accept any bid deemed to be in the best interests of the Nesmith Library and the Town of Windham.

BID SPECIFICATIONS

HVAC UPGRADE

SECTION I: GENERAL REQUIREMENTS:

- A) A mandatory pre-bid meeting will be held on Friday, August 14, 2015. All bidders must have a representative present at this meeting in order to submit a bid.
- B) Bids should state how all installed equipment is warrantied, and state what type of preventive maintenance will be required on a yearly basis following the installation.
- C) Bids for the HVAC project must be submitted to the Library Director, Nesmith Library, 8 Fellows Road, Windham, NH 03087, NO LATER THAN 2:00 PM on Monday, August 24, 2015. Bids are to be submitted in a sealed envelope, clearly marked *HVAC Project*. A bidder may attach any explanatory materials, brochures, or other documents, which may be of use in the presentation of the bid.

Bids will be publicly opened and read at this time by the Library Director or designee, and will be considered for award at a Library Board of Trustees meeting, which will be held no later than Tuesday, September 8, 2015 at 7 p.m.

The Nesmith Library will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated above. No facsimile bids will be accepted. Any unopened bids will be returned to the vendor. All inquiries relative to this bid shall be directed to:

Carl Heidenblad, Director
Nesmith Library
8 Fellows Road
Windham, NH 03087
(603) 432-7154

The Library is a tax exempt organization.

- B) All bids shall be valid for at least 120 days from the due date. No bid may be withdrawn prior to 120 days from the due date. The Library may request additional information after the bid opening.
- C) The Library is seeking a single turnkey bid. However, the Library will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility for the entire contract. The Library may request references for any bidders and/or subcontractors. Insurance certificates for bidders and subcontractors shall be provided in accordance with Section VII.

- D) Vendors may submit multiple bids. Each bid will be evaluated separately.
- E) The Nesmith Library reserves the right to reject any and all bids, either in whole or in part; to waive any defects, informalities and/or irregularities in bid responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful vendor; and to otherwise act as shall be determined by the Board of Trustees to be in the best interest of the Library and the Town of Windham.

SECTION II: EVALUATION PROCESS:

The evaluation process will include each bid being reviewed by the Library Director and the Head of the Town of Windham’s Maintenance Department. The final recommendations will be submitted to the Nesmith Library Board of Trustees for their approval.

Vendors’ bids will be evaluated against specifications as presented in this document. No award will be made to any vendor who can not satisfy the Board of Trustees that it has sufficient ability and experience in this class of work and sufficient capital and plan to enable them to execute and complete delivery of the services successfully within the time frame defined herein. The Board’s decision or judgment on these matters shall be final, conclusive, and binding.

SECTION III: TIME TABLE:

The following schedule shall be adhered to under these specifications:

| | |
|-----------------------------------|---|
| Bid Solicitation - | June 25, 2015 to August 24, 2015 |
| Pre-Bid Meeting - | August 14, 2015 |
| Bid Due Date/Opening - | Monday, August 24, 2015 by 2:00 PM |
| Bid Award - | No later than September 8, 2015 at Trustees’ Meeting |
| Job Start and Completion - | Negotiable, with heat operational by late November |

SECTION IV: SCOPE OF WORK:

The Nesmith Library is located at 8 Fellows Road, Windham, NH 03087.

The work under these specifications includes all labor, materials, staging, and equipment required to do the work that is specified, or reasonably implied in this document. The work to be performed shall be completed as follows:

1. Review the existing system and design an improved system based on the specifications that follow. Equivalent or greater units may be specified in the bid.

2. Remove and dispose of the current AC package unit and the current boiler. They must not be abandoned in place. All items must be disposed of in a manner consistent with environmentally safe practices.
3. Replace the existing Hydrotherm 80% efficiency boiler with a high efficiency propane fired boiler rated at a minimum thermal efficiency of 93%
4. Install a single package unit (rooftop style but pad mounted) including air conditioning and supplemental heat, rated for greater efficiency than the current package unit.
5. Install sensors of equivalent or better specifications than Carrier SPT Pro Model sensors.
6. Install a server equivalent to or of better specifications than a Carrier i-Vu (Plus or pro) server to control existing VAV boxes.
7. Ensure all zone valves work properly and respond to controls.
8. Ensure all VAV boxes and motors work properly and respond to controls.
9. Wire and plumb the new unit and ensure that all devices communicate properly.
10. Properly mark or close off any work areas in order to avoid damage to vehicles or pedestrians.
11. Perform all work in a professional, workmanlike manner in all applicable standards and specifications.
12. Negotiate start and end dates with director, bearing in mind that heat must be operational by late November.

Bidders are strongly encouraged to visit the site and take appropriate measurements and to evaluate the existing system; contact Carl Heidenblad, Director @ 603-432-7154 to arrange a site visit.

SECTION V: PERFORMANCE BOND:

The Library will require the vendor to post a one-year performance bond, at the time of bid award, for the full value of the contract if it exceeds \$35,000. This cost shall be included in the total bid price.

SECTION VI: PAYMENT TERMS:

The successful bidder will be paid within thirty days of the date the project is completed and accepted by the Nesmith Library and the Town's Maintenance Director, or other mutually agreed upon terms.

SECTION VII: PENALTY:

If, for any reason, the vendor fails to fulfill the terms of the bid, including the timeframes for completion, the Library shall have the right to impose penalties of up to \$100 per day.

SECTION VIII: INSURANCE:

1. **WORKER'S COMPENSATION INSURANCE** - The vendor shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the vendor shall require the subcontractor similarly to provide like insurance for all of the latter's employees to be engaged in such work. The Library and the Town of Windham will both be named insureds.
2. **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE** - The vendor shall purchase and maintain such public liability and property damage insurance as shall protect them, any subcontractor performing work covered by this bid, and the Library from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the vendor. The Library and the Town of Windham will both be named insureds.
3. **CERTIFICATES** - The vendor shall file preliminary certificates with the bid submission showing that the above insurance has been purchased, for both the primary bidder and any subcontractors that will be conducting the work. The adequacy of protection shall be subject to the approval of the Board of Trustees. The Library and the Town of Windham will both be named insureds.

SECTION IX: REFERENCES:

A list of references may be requested for review by the Library.

SECTION X: NON COLLUSION CLAUSE:

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid.”

FIRM: _____ SIGNATURE: _____

_____ NAME (PRINT): _____

_____ TITLE: _____

TELEPHONE: _____ DATE: _____

BID FORM

Itemized Costs to complete the tasks outlined in the Scope of Work section above for the
Nesmith Library HVAC System

Please note any exceptions or exclusions to the Scope of Work section above:

Summary of Current Equipment

HVAC Rooftop unit (pad mounted) - Carrier 50 EK -044-500DD

Boiler - 3 burner Hydrotherm Multi-Temp 180/210/250

Control Panel -- Hydrotherm S1000B - 16 Stage

KMC VAV boxes, 18

Outside air sensor.

Over ride switch.

Thermostats

| | Honeywell | Dampers |
|--------------------------|------------------|----------------|
| Tech Room | 1 | 1 |
| Simonoff Room | 1 | 1 |
| Small Study (FLOW) | 1 | 1 |
| Hall near electrical rm. | 1 | 1 |
| Periodical area | 1 | 1 |
| Hall to furnace room | 0 | 1 |
| Quiet Study | 1 | 1 |
| Kitchen | 1 | 1 |
| Hall to children's room | 0 | 2 |
| Children's room | 1 | 1 |
| Castle | 1 | 1 |
| Multi Purpose Room | 2 | 2 |
| Men's room | 1 | 0 |
| Ladies room | 1 | 0 |
| Total | 13 | 14 |

Recommendations from Energy Audit

- **Replace existing KMC VAV actuator** with a programmable VAV controller with integrated actuator. The existing sensor shall be connected to the universal input of the new controller. Each controller should be programmed to match existing air flow except if the Finding #3 is implemented. The digital output (DO) from the controller shall be connected to baseboard in the zone which the controller is located in place of existing programmable thermostats.
- **DDC Control System.** A central control system should be installed to control the entire heating and cooling system. The system should be web based which will allow remote monitoring of the system. This will produce savings by preventing the cooling and heating to be operating at the same time for the entire system. Remote monitoring will help resolve comfort issues faster and produce energy savings by preventing over heating and cooling.
- **Set Backs.** Program the central controller to set back the library when it is not occupied. The heat should be set back to 62 degrees and cooling should be set back to 78 degrees. The boiler should be shut off during unoccupied time unless there is a call for heat. The air handler should be shut off during unoccupied times unless there is a call for cooling or should the humidity level rise above 60% relative humidity.
- **VFD.** Pump motors should have variable frequency drive for efficiency.
- **Pressurize the building envelope.** The air handler should be programmed to pressurize the building during all outside air requirements.
- **Boiler.** The existing HydroTherm 80% efficiency boiler should be replaced with a high efficiency propane fired boiler rated at minimum thermal efficiency of 93.3%.

Resources available at the Library Office:

Original owner's manual for the HVAC installation, blueprints, and a complete set of library blueprints on CD.