EST 1808
CITY OF
DELAWARE
OHIO

Request for Proposals for Heating, Ventilation, and Air Conditioning ("HVAC")
Automated Controls

The City seeks proposals for the installation of HVAC Automated Controls, Johnson Verasys or equivalent, that is a non-proprietary system and all associated appurtenances, materials, equipment and labor necessary for a proper and complete installation. Project budget is $100,000.00.

Proposal Due Date: Detailed proposals shall be submitted digitally to rfought@delawareohio.net no later than 11:00am local time on Sept.30th, 2024. All questions regarding scope of services must be submitted in writing by Sept. 16th, 2024, by 12pm. An addendum as needed will be provided to all potential respondents by 3pm on Sept. 16th, 2024.

Project Location: The facility where all work associated with this RFP will be performed is City Hall, located at 1 South Sandusky St. Delaware, Ohio.

Background: The HVAC at the facility is currently served by a Honeywell Webvision system: (2) boilers, (4) circulation pumps, (1) chiller, (5) air handlers with Variable Frequency Drive's ("VFD's") and (25) Variable Air Volume ("VAV") boxes are currently being controlled by the system. In addition, (3) existing HEPA filtration units and (3) existing energy recovery ventilators need to be added to the system for monitoring and on/off scheduling. There is a Liebert system that controls a server room that also needs to have temperature monitoring added to the new control system. The existing Honeywell control panel is in the mechanical room in the basement. The equipment, controls and sensors are located throughout the building from the second floor down to the basement.

Scope of Services: The City is requiring that the new control system, including software and any hardware updates necessary, be non-proprietary. The City will provide a PC for on-site system operation and a portable device for remote access. The contractor shall install necessary software on both devices and ensure proper operation. Any software and licensing fees associated with this project required for either device for both initial start-up and no less than one-year's operation shall be provided by the contractor.

The contractor's proposal will include all work necessary to properly install the HVAC automated control system; controls, sensors, and any software needed for the computer and portable device. All new wire shall be run from the main unit to all mechanical systems and all sensors. It is anticipated that each proposal will include a detailed summary of all equipment, materials, and services to be provided for a successful installation. Any modification necessary during the installation to make the system work is at the expense of the contractor.

The contractor shall submit with the proposal itemized costs to reflect each individual work item being included. If alternative equipment, materials or means and methods for completing the work are to be suggested, they must be separately identified in the cost proposal and be submitted with a narrative justifying the purpose and reasoning associated with each proposed alternate.

Property Access: Contractors' employees entering the building will need to submit a photo ID along with social security numbers for mandatory background checks to be performed prior to working at City Hall. Background checks are performed by the Delaware City Police Department. Some areas will require constant supervision by City staff. Any work being done in public areas of the building will require the Contractor to have an employee on the ground at any point while another employee is on a ladder or above the ceiling level to maintain control of all tools and materials on the ground level.

Because the building is occupied by staff performing critical City services Monday - Friday from 8 am to 5 pm, complete closure of the building, floors or offices thereof is not possible during the workweek. City maintenance staff works from 7 am to 4 pm Monday – Friday. Limited access to some work areas will be possible during installation. Access outside of normal work hours and over the weekend is possible with proper arrangement through the City. Certain disruptive activities such as drilling through the floor may be considered for performance during non-business hours. The cost for performing any overtime work must be separately identified in the cost proposal. The City will provide two parking spaces in the adjoining parking lot throughout the project. Additional parking is available in the City Hall annex parking lot. Contractor equipment and vehicles are the Contractor's responsibility to monitor and protect.

Protection of Existing Facility: The contractor is to provide all necessary measures to always protect the integrity and safety of the building and its occupants during the work. The cost of protection may include items such as drop cloths to protect walls, floors, carpeting, and furniture. At all times during the work, the contractor must maintain the building temperature within a range of 65 to 75 degrees Fahrenheit. To accomplish this standard, the contractor will plan their activities based on outside temperatures and if necessary, supply, at their cost, stand-alone systems to maintain internal temperatures within specified temperature range.

Schedule: Time is of the essence in the completion of all work associated with the contract. The City acknowledges the lead time necessary to order any necessary equipment. Accordingly, the City is requesting that the proposal include a preliminary schedule to include lead time for ordering equipment/software, installation, programming and trial operation.

The contractor shall submit a detailed schedule with project completion date based on calendar days upon contract execution.

Equipment and Work Warranty: The proposal shall specify all manufacturer, equipment and workmanship warrantees included with the specified cost. The City also desires to entertain additional extended equipment and service warrantees offered, which should be separately listed in the cost proposal, and may or may not be authorized at the City's discretion. As part of this work, the City requires the equipment installation and start-up operation to be certified and witnessed by a factory representative.

Contractor(s) Licensing, Certifications, Bonding and Insurance: The City of Delaware requires a contractors registration and proof of insurance with the City named as an additional insured, application may be obtained at the Building Department or online at www.delawareohio.net. All Specialty contractors, HVAC and Electrical, must also show proof of State Licensure. The Contractor is responsible for maintaining the level and type of insurance coverage in all locations when working under the direction of this contract. **The Contractor shall obtain and maintain during the life of the contract such full insurance coverage wherein the City of Delaware is named as an additional insured,** and shall protect himself, the City of Delaware and any Subcontractor performing work covered by the contract from claims from property damage, product liability and personal injury, including accidental death which may arise from operations to be performed by the Contractor or by any Subcontractor or by anyone directly employed by either of those parties.

These policies shall contain the following special provisions: "The Company agrees that 30 days prior to cancellation or reduction of the insurance afforded by this policy, with respect to the contract involved, written notification shall be mailed to the City of Delaware, City Hall, 1 South Sandusky Street, Delaware, Ohio 43015. Certificates of Insurance indicating the availability of the described coverage will be filed with the City of Delaware within 30 business days from the award of the contract. The amounts of the insurance shall be as follows:

a. Public Liability Insurance for bodily injuries, including accidental death, in the amount off not less than $1,000,000 for each accident or occurrence and $1,000,000 aggregate, and
b. Property Damage Insurance in the amount not less than $1,000,000 for each accident or occurrence and $1,000,000 aggregate.

The successful contractor, vendor, etc. must submit their insurance certificate naming the City of Delaware as an additional insured on ISO Form CG 2010 (11/85 edition). All other forms will be rejected.

Workers Compensation: Along with the bid, each bidder must submit a letter certifying that their organization is covered by Worker's Compensation. Upon award, the successful vendor shall submit proof of such coverage.

Taxation: The City is exempt from taxation. Federal transportation and excise taxes as well as state excise taxes shall not be included in bid prices. Tax exemption certificates will be furnished upon request.

Labor Rates: This project requires all wages for regular and overtime hours be compensated at the current established State of Ohio Prevailing Wage rates for all the contractor's and subcontractor's employees.

Permits & Fees: Contractor is responsible to complete, submit, and pay the cost of all permits and associated fees, and freight charges associated with the performance of this work, except those fees normally charged by the City of Delaware which will be waived, accordingly.

Inspection of Facilities: Prospective bidders are invited to attend a pre-proposal meeting on Sept. 16th at 9:00am local time in the City Hall lobby. Attendance is encouraged and will be taken into consideration when evaluating submitted proposals.

Project Contact: All questions regarding the contract proposal shall be directed to Ryan Fought, Facilities Superintendent rfought@delawareohio.net. Questions may be submitted via email only no later than noon local time on Sept. 28th, 2024. All responses will be posted on the City's website. It is the responsibility of the perspective bidders to check the website for the responses.

Proposal Review and Award: Each proposal received shall be reviewed by a team consisting of representatives from the City Manager's Office, Chief Building Official, and the Parks and Recreation Department Facilities Maintenance Division. Award will go to the proposal determined to be the lowest and most responsive to the request.

Liquidated Damages: The project completion days will begin as soon as the contract is executed. The City will enforce liquidated damages of $250 per day for every calendar day that the Contractor fails to complete the project past the schedule. The project is considered complete when it is functioning properly in the City's opinion, training has been completed, and all supporting documents including O&M manuals have been received by the City.

References & Experience: Contractor is to submit three references of similar sized control installation projects completed over the past two years. Contractor may also submit additional information regarding their experience with the HVAC automation control systems being proposed and to adequately describe their specific approach to addressing the scope of services based on their inspection of the City Hall HVAC system and professional knowledge of the included repairs and operation.

PUBLIC RECORDS

In entering a contract with the City (or responding to a public solicitation), all offerors are hereby notified that all bids, proposals, quotations, RFI responses, agreements, invoices, correspondence and any other documents submitted to the City become public property and are subject to public disclosure in accordance with Ohio Public Records Law.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this RFQ shall belong exclusively to the City and be subject to public disclosure in accordance with Ohio Public Records Law.

EXPENSE OF PREPARING RESPONSES TO THIS PROPOSAL
The City accepts no responsibility for any expenses incurred by the responders to this proposal; including costs associated with proposal responses and presentations. Such expenses are to be borne exclusively by the responders.

COMPLIANCE
The consultant shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the contract.

The consultant shall comply, when applicable, with the U. S. Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The consultant agrees that in the hiring of employees for the performance of work under the City contract or any subcontract, no contractor, subcontractor, or any person acting on his behalf shall, by reason or race, religion, sex, disability, age, military status, national orientation, ancestry, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates, nor shall any contractor, subcontractor, or any person acting on his behalf, in any manner, discriminate against or intimidate any employee hired for the performance of work under the City contract on account of race, creed, sex, handicap, or color.