

**REQUEST FOR PROPOSAL  
REPLACE ELECTRIC RESISTANCE FURNANCES WITH HEAT PUMPS  
CITY OF FLORENCE CITY HALL  
PROJECT No. BLDG 01-2014  
PROPOSALS DUE APRIL 28, 2014 BY 2:00 PM**

Date: April 10, 2014

To: Proposers

**Please submit a proposal on the attached Scope of Work to replace the electric resistance furnace units at Florence City Hall located at 250 Hwy 101. The replacement units shall be high efficiency heat pumps. The selected contractor shall conduct and completely manage the project as a "general contractor," supplying the personnel, equipment, services, and expertise necessary. Proposals shall provide technical data, pricing proposals, estimated energy and cost savings, calculated incentives eligible for, and other data necessary in order to determine the best value in accordance with the following terms/conditions & specifications:**

**Terms & Conditions**

- A formal Agreement/Contract will be issued for your signature.
- Liability & workmen's compensation insurance will be required naming City as additionally insured.
- City may terminate the Contract if the contractor has not exercised a standard of care or professionalism for this type of work.
- Oregon State Public Contract Provisions are applicable to the work.
- Contractor shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by or resulting from any act or omission sustained in connection with the performance of the Agreement/Contract or by conditions created thereby, or based upon violation of any statute, ordinance or regulation.

**Certifications (this form must be signed & returned with proposal)**

- Contractor hereby certifies to furnish all of the materials/labor specified for this project for a complete job.
- Contractor certifies that the bid submitted is genuine and not a sham or collusive bid.
- Contractor certifies to represent and warrant all work done under this contract.
- Contractor certifies to comply with Title VI of the Civil Rights Act of 1964.
- Contractor certifies that he/she has available the appropriate financial, material, equipment and expertise necessary to meet all contractual responsibilities in accordance with ORS 279C.375.
- Contractor certifies he/she is a resident bidder as defined by ORS 279A.120.

By: (Sign and print name) \_\_\_\_\_

Company: \_\_\_\_\_ City License # \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ CCB# \_\_\_\_\_ Fed ID # \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Presentation of Proposal (may be faxed, e-mailed, mailed or hand-carried)**

- Please present the proposal on your own format/letterhead along with this completed form.
- Send to Shawn Penrod, Fax: 541-902-1333, E-Mail: shawn.penrod@ci.florence.or.us or mail to 250 Hwy 101, Florence, Oregon 97439. Questions: Phone: 541-997-4106.
- Please present proposals before 2:00 PM on April 28, 2014. Proposals received later than the time and date specified will not be considered. Thank you.

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## **SECTION I – GENERAL INFORMATION**

**Background** - The City of Florence City Hall is a 10,380 square foot (sf) facility located at 250 Highway 101 in Florence, Oregon and was built in 1966. When the City Hall was constructed it included a partial basement and attic space used for storage. There are three (3) electric resistance furnaces (there is no natural gas available) of different sizes and currently no mechanical cooling in the facility. A recent energy audit conducted Abacus Resource Management Company, in conjunction with Central Lincoln PUD and Bonneville Power Administration, identified the replacement of the three electric resistance furnace units with higher efficiency heat pump units as an energy efficiency measure that would yield a favorable payback. The City intends to replace the three units with higher efficiency units in order to reduce energy use and costs and qualify for any applicable incentives and/or rebates.

**General Intent** - It is the general intent to replace the three existing electric resistance furnace units and any other associated equipment required to make the system fully functional with higher efficiency heat pump units, taking advantage of any applicable rebate or energy efficiency incentive programs that may be available through the Bonneville Power Administration and Central Lincoln PUD or other office or agency that may offer incentives, and reduce ongoing energy usage and costs in the future.

### **Existing Equipment**

<b>HVAC Units</b>	<b>Serving</b>	<b>Manuf. &amp; Model #</b>	<b>Fan Qty</b>	<b>Fan HP Each</b>	<b>VFD</b>	<b>Tons AC</b>	<b>Heating kW</b>	<b>Fan HP Total</b>	<b>Total CFM</b>	<b>Outside Air Min CFM</b>	<b>Outside Air Min %</b>
Furnace 1	Basement, 1 <sup>st</sup> floor south offices	Trane, TWE036C14FBO	1	½	No	No	15.36	0.5	1,715	650	38%
Furnace 2	Council Chamber, conference room and corridor	Wesco, 30UE	1	½	No	No	30	0.5	1,415	640	45%
Furnace 3	1 <sup>st</sup> floor north offices	Coleman, AH16-0	1	½	No	No	20	0.5	1,940	774	40%

<b>HVAC Units</b>	<b>Fan FLA</b>	<b>Volts</b>	<b>Phase</b>	<b>Controls</b>
Furnace 1	3.3	240	3	7-Day Programmable Thermostat
Furnace 2	NA	240	3	Thermostat – one temperature setting
Furnace 3	3.7	240	3	7-Day Programmable Thermostat

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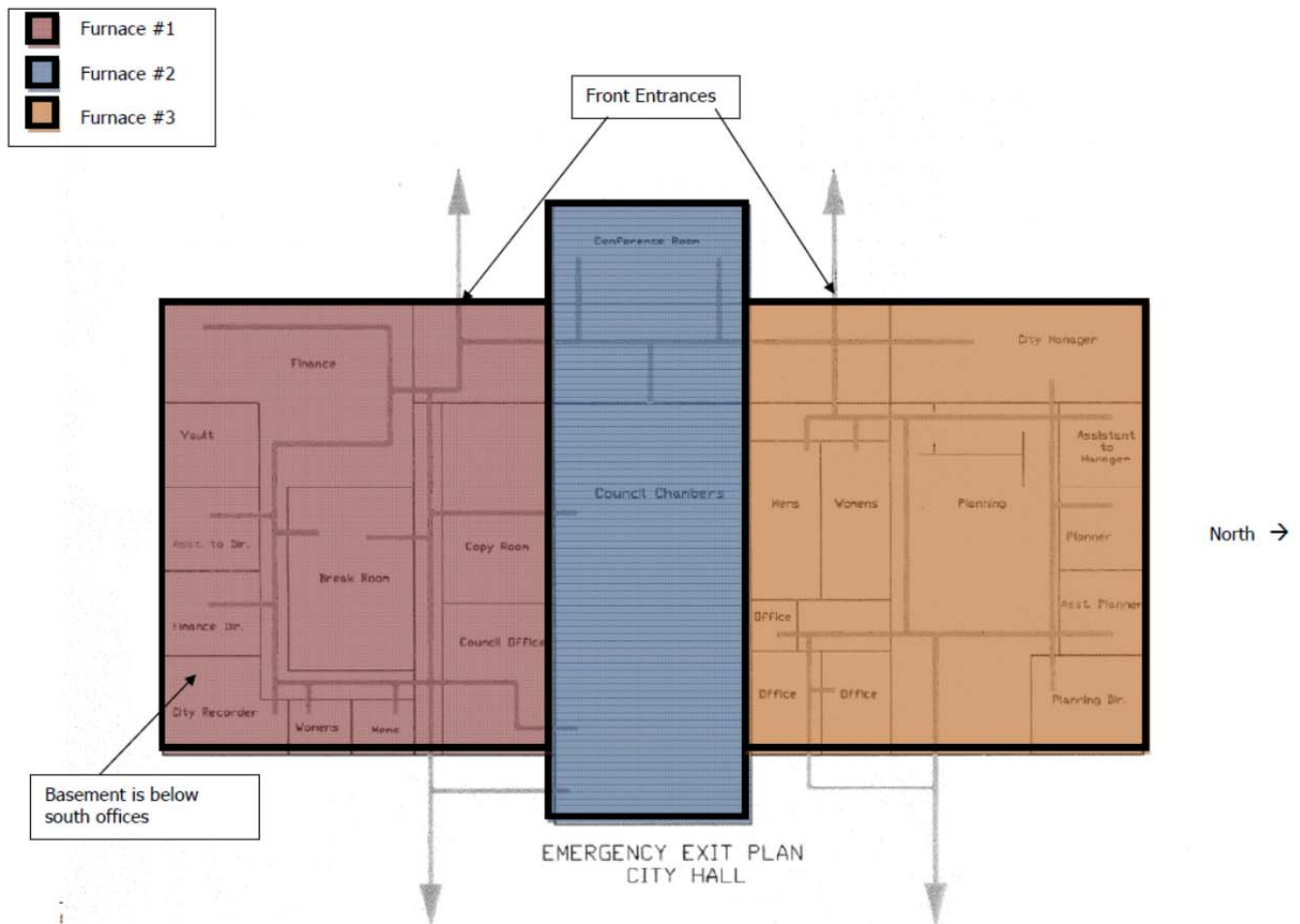
Furnace #1



Furnace #2



Furnace #3



## **SECTION II – SCOPE OF WORK**

Replace existing electric Resistance Furnaces with heat pumps. The heat pumps are estimated to be 3, 4 and 5 tons.

<b>Existing System</b>	<b>Proposed Installed System</b>
Furnace #1 with 15 kW Heating Element	3 ton heat pump, cooling mode locked out
Furnace #2 with 30 kW Heating Element	5 ton heat pump – cooling mode will not be locked out.
Furnace #3 with 20 kW Heating Element	4 ton heat pump, cooling mode locked out

- Removal and proper disposal of three (3) existing electric resistance furnaces.
- Furnish and install three (3) new split system heat pumps to replace existing equipment. New units shall have additional coating system to protect against coastal environments.
- Ductwork modifications to connect new indoor air handlers to existing ductwork system.
- Furnish and install new refrigeration piping for three (3) new heat pump systems.
- Furnish and install three (3) new 7-Day programmable thermostats and low voltage wiring.
- Permits and documentation as required
- Start-up and warranty.

## **SECTION III – CONSIDERATIONS AND RESTRICTIONS**

- The selected vendor will be required to obtain all permits for the work awarded.
- The successful respondent shall ensure the system will comply with all applicable codes. The building will be available for work immediately. Hours available for work will be from 7:00 AM to 5:00 PM, Monday through Friday, holidays excepted. Work on weekends and evenings may be scheduled, as necessary.
- Work shall include removal and disposal of existing units, installation and commissioning of the replacement units in order to provide a fully functional system, and training and indoctrination of staff on maintenance and operational requirements of new units.
- Vendors may propose more than one alternative to satisfy the City's requirement. For each alternative proposed the following information shall be provided, at a minimum:
  - Price to perform the work.
  - Technical data for each of the units and associated equipment proposed for installation including make, model, BTU/hr rating, size, EER/SEER rating, configuration, power requirements, refrigerant type and requirements, and any other data necessary to evaluate the applicability of the components.
  - Complete scope of work included in the proposal and any work not included in the proposal but required to make the system fully functional. Indicate all components proposed for replacement.
  - A schedule indicating major milestones and when and how scheduled air conditioning outages will occur.
  - Calculations showing anticipated energy and cost savings.
  - Energy incentive or rebate anticipated and how the amount was determined and verified with issuing agency or office.
  - Warranties provided.

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- Any premium costs associated with work outside of normal work hours that is not included in the basic price proposal.
  - Copies of applicable contractor's licenses.
  - Names and phone numbers of references for similar work performed.
- All drawings, reports, data, and other documents prepared by the Vendor according to this Agreement shall be submitted to the City for its review and approval. Resulting work products of the Vendor pursuant to this solicitation shall become property of the City.
- No such approval shall in any way be construed to relieve the Vendor of responsibility for technical adequacy or operate as a waiver of any of the City's rights under this Agreement. The Vendor shall remain liable to the City according to applicable laws and practices for all damages to the City caused by the Vendor's negligent performance of any of the services furnished under this Agreement.
- Consideration will be given to the type of system proposed, the associated cost, the anticipated energy and cost savings, incentives or rebates anticipated and verified, and the time required to provide and install the system.
- Systems proposed shall also be able to be serviced by a third party vendor without any proprietary restrictions.
- **The City shall not be obligated to accept any proposal and the City shall reserve the sole right to determine the appropriateness of any proposal for this work.**

## SECTION IV - SUBMISSION OF PROPOSAL

### **MINIMUM REQUIREMENTS**

- Vendor shall be licensed by the State of Oregon to perform the work required and involved.
- Vendor shall have an assigned project manager to oversee this work and act as liaison to the City.
- Vendor shall demonstrate sufficient staff resources to perform the work.
- Vendor shall have demonstrated experience designing and installing similar systems within the past five (5) years.

### **NON MANDATORY PRE-BID SITE VISIT**

The Contractor should visit the site prior to submitting a proposal. The City Hall is located at 250 Highway 101 North, Florence, Oregon. Site visits need to be coordinated with Shawn Penrod with Public Works; Phone: 541-997-4106, E-Mail: [shawn.penrod@ci.florence.or.us](mailto:shawn.penrod@ci.florence.or.us). Technical questions should be directed to Mike Miller, Public Works Director, email: [mike.miller@ci.florence.or.us](mailto:mike.miller@ci.florence.or.us); Phone: 541-997-4106

### **PROPOSAL INSTRUCTIONS**

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Work as outlined in this RFP and you are capable of performing the work to achieve the City's objectives.
- Proposals may be faxed, e-mailed, mailed or hand-carried.
- Please present the proposal on your own format/letterhead along with the completed form from page one.

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- Send to Shawn Penrod, Fax: 541-902-1333, E-Mail: shawn.penrod@ci.florence.or.us or mail to 250 Hwy 101, Florence, Oregon 97439. Questions: Phone: 541-997-4106.
- Please present proposals before **2:00 PM on April 28, 2014**. All proposals will be opened publicly and recorded as received. There will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal shall be clearly marked as follows:

**REQUEST FOR PROPOSAL  
REPLACE ELECTRIC RESISTANCE FURNANCES WITH HEAT PUMPS  
CITY OF FLORENCE CITY HALL  
PROJECT No. BLDG 01-2014  
APRIL 28, 2014  
2:00 PM**

#### ***TIMELINE***

The City intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the City as required.

Publicize RFP **April 10, 2014**

RFP Due Date **April 28, 2014 by 2:00 PM**

City Council **Approval May, 5, 2014**

Project Completion **June 30, 2014**

#### ***INSURANCE REQUIREMENTS***

##### **General Liability**

Contractor shall purchase and maintain commercial general liability insurance with minimum coverage of \$1 million per occurrence and \$2 million aggregate. The policy shall name the City as an additional insured and cover acts and omissions of Contractor and its Subcontractors of any level. Contractor shall be liable for the full amount of any claims resulting from negligence or intentional misconduct of Contractor, its subcontractors, and their officials, agents and employees in the performance of this Contract, even if not covered by or in excess of insurance.

##### **Workers Compensation**

Workers compensation insurance as required by ORS Chapter 656. Contractor shall ensure that each subcontractor obtains workers compensation insurance. The Contractor shall ensure that its insurance carrier files a guaranty contract with the Oregon Workers' Compensation Division before performing Work. In addition, Section "Oregon State Public Contract Provisions" – subsection "Workers' Compensation" and section "Independent Contractor – Non-Partnership" is applicable.

##### **Automobile Insurance**

If required, the combined single limit per occurrence shall be in an amount at least equal to the State/DMV requirements.