



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal
This is Not an Order

Water Source Heat Pumps

| | |
|------------------------------------|--|
| Date: | May 10, 2018 |
| Site Walk-thru (Mandatory): | May 15, 2018 By Appointment |
| Proposal Due On: | May 21, 2018 |
| Return Proposal To: | Michael Marcoux, Facilities Maintenance Engineer Kennebec Valley Community College 92 Western Avenue Fairfield, Maine 04937 |
| Phone: | 207-557-1128 |

Competitive Bid Request for Proposal
Water Source Heat Pumps

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Competitive Bid Request for Proposal Water Source Heat Pumps

1.0 Introduction

Kennebec Valley Community College (KVCC) is soliciting proposals for the removal and installation of two new water source heat pumps in the King Hall Building located at its Fairfield Campus located at 92 Western Avenue, Fairfield, Maine. The contractor must currently be in the business of supply, installation and removal of heat pumps and able to provide the appropriate equipment for the duration of the contract.

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

Please refer to **Enclosure 1: Standard Terms and Conditions Applicable to All M CCS Contracts**.

2.0 Background

Kennebec Valley Community College (KVCC) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine, is reached by taking Exit 132 off Interstate 95. The new 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

3.0 Schedule / Modifications

| Description | Day/Date | Time |
|-------------------------------|------------|----------------|
| RFP Issued | 05/10/2018 | |
| Site Walk-Thru (Mandatory) | 05/15/2018 | By Appointment |
| Proposals Due On | 05/21/2018 | 3:00 P.M. EST |
| Award Decision & Notification | 05/23/2018 | |

Contacting references may require this period to be extended.

4.0 Examination of Specifications and Schedule

Each bidder or his or her authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than: May 21, 2018 by 3:00 P.M. (EST).**

All proposals are to be marked "Water Source Heat Pumps" and submitted by mail, email, or delivered to:

Mail proposals to:

Michael Marcoux, Facilities Maintenance Engineer
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Or deliver proposals to:

Kennebec Valley Community College
King Hall Maintenance Office #137
92 Western Avenue
Fairfield, ME 04937

Email: mmarcoux@kvcc.me.edu

6.0 Scope of Services and Specifications

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

The successful contractor will supply all materials and labor for the removal and installation of two (2) new McQuay Water Source Heat Pumps. Include with proposal any and all warranties for heat pumps and installation.

Replacement Equipment-

1. McQuay Model WCCHC019MEYRE location King Hall 1st Floor
2. McQuay Model WCCHC030MEYRE location King Hall 2nd Floor

Current Equipment-

KENNEBEC VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION AND EMPLOYER FOR MORE INFORMATION, PLEASE CONTACT (207) 453-5019

1. Trane model WPHB01325B40RS0 located King Hall 1st Floor
 - a. Water Source Heat Pump
 - b. Product Configuration H-Horizontal
 - c. Return Air Duct 18" x 30"
 - d. Discharge Duct 15" x 15"
 - e. Unit Cabinet 36" x 36"
 - f. Nominal Size (BTUH) 013
 - g. Voltage 208-230/60/1 (30 AMP)
 - h. Stand Alone Controls
 - i. Design Sequence B-Reverse Valve Cool

2. Trane model WPHB03165B40RS0 (year 1986) located King Hall 2nd Floor
 - a. Product Configuration H-Horizontal
 - b. BTUH 31,000
 - c. Voltage 6-208/230/60/3 (40 AMP)
 - d. Stand Alone Controls
 - e. Design Sequence B-Reverse Valve Cool

Other Specifications-

1. Remove and dispose of existing heat pumps
2. Install new water source heat pumps
3. Wire t-stat for 1st floor heat pump
4. Supply new t-stat (Honeywell FocusPro 5000) for 2nd floor heat pump
5. Supply all necessary duct work and seal
6. Supply and install new stainless steel supply and return lines
7. Re-pipe existing condensate lines to drain as needed
8. Supply and install new hanger struts as needed
9. Insulate duct discharge side
10. Provide initial startup of heat pumps
11. Check heating and cooling cycles
12. Re-install existing suspended ceiling grids and tiles

7.0 Contractor's Insurance

The Contractor will be required to carry worker's compensation insurance and liability insurance. Protecting KVCC and the Contractor from all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. The Contractor agrees to carry all insurance required throughout the contract agreement and shall notify KVCC of any cancellations. If cancellation arise the contractor must seek and secure another insurer for coverage of equal value. The contractor agrees to carry at a minimum not less than \$300,000.00 in liability for any individual claim or all claims arising out of a single occurrence. Verification of insurance coverage must be provided by the insurer to KVCC prior to the commencement of work.

8.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract

documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Michael Marcoux, Facilities Maintenance Engineer
Kennebec Valley Community College
92 Western Avenue, Fairfield, Maine 04937
or via email at mmarcoux@kvcc.me.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

9.0 Bid Review and Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

1. Evaluation Method

- A. Specifications Match
- B. Suitability
- C. Contractor experience
- D. Total Price (including any and all discounts)

10.0 Preparation of Bids

KVCC seeks the proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing.
- Company specific terms and conditions

11.0 Withdrawal of Bids

All proposals must be valid for at least ten (10) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facilities.

12.0 Taxation and Compliance

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

Dated:

May 10, 2018

By:

Kennebec Valley Community College

Michael Marcoux, Facilities Maintenance Engineer

92 Western Avenue

Fairfield, Maine 04937

Enclosure: 1. Standard Terms and Conditions applicable to All MCCS Contract

May 10, 2018

Kennebec Valley Community College
Competitive Bid Request for Proposal
Water Source Heat Pumps
Enclosure 1

**NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

KVCC DOES NOT AGREE TO:

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.