

**Town of Wolfeboro Municipal Electric Department  
Request for Proposal for consideration of bid invitation**

**Air Conditioning Equipment Upgrade**

**Purpose and Background**

The Town of Wolfeboro Municipal Electric Department is seeking design proposals from qualified contractors for the supply and installation of a new R410 Central Air Conditioning system to replace the existing R22 refrigerant cooling system. This work will be performed at the Electric Department's office building located at 133 Middleton Road in Wolfeboro, NH (formerly known as the Armory Building). The successful contractor, its suppliers and subcontractors, shall be responsible for all phases of the work, to include: system design, removal of the existing air conditioning system, supply of all equipment and materials, installation, start-up assistance and training. Please see attached **Scope of Services** for further details.

The air conditioned area of the building consists of 1,924 square/ft. which is primarily utilized as office space. Phased renovations and several energy efficiency projects have been performed to the structure over the past 10 years to decrease heating and cooling costs. The current cooling system was installed in 2004 and consists of one (1) above suspended ceiling mounted Air Handler with Cooling Evaporator Coil and one (1) 4 ton exterior Bryant Condenser Unit. (Please see attached HVAC plan which depicts the general configuration of the existing system. It is the intent to utilize the existing split system ductwork, grills, louvers and return air venting system components if feasible. Note that the steam heating coil within the air handler was replaced with a hot water system in 2016.

**Instructions for submitting Contractors:**

- Prospective bidders must complete the attached **bid form** and a **signed anti-collusion clause** completed by an authorized representative of the bidding company.
- All bids must be submitted in an envelope plainly marked "**Air Conditioner.**" The sealed envelope shall either be

**mailed:**  
Wolfeboro Municipal Electric Department  
Attention: Barry A. Muccio  
PO Box 777  
Wolfeboro, NH 03894-0777

**OR**

**delivered:**  
Wolfeboro Municipal Electric Department  
Attention: Barry A. Muccio  
133 Middleton Road  
Wolfeboro, NH 03894

- Site visitation is encouraged and may be arranged via the contact information provided below.
- **Bids must be received no later than Thursday, July 25, 2019 at 2:00 PM** at which time they will be publicly opened and read aloud. Any bids received after that time will not be considered.

Please feel free to contact the Municipal Electric Department at (603) 569-6975 or e-mail to: [meddirector@wolfeboronh.us](mailto:meddirector@wolfeboronh.us) with any questions or concerns regarding this bid package.

## Scope of Services

It is the intent of the Wolfeboro Municipal Electric Department to hire a contractor to provide and install a new R410 Air Conditioning system and associated ancillary equipment. Recommendations for the design, system sizing to obtain maximum efficiency levels for the building are to be determined by the successful contractor. The following contractor requirements are for the “**Turn Key**” installation of a new central air-conditioning system to include but not limited to the following services and conditions:

- Provide new cooling system design, sizing and engineering as required.
- Provide manufacturers make and model information for all proposed equipment.
- Provide recommendations for Air handler replacement or retrofit options to accommodate new cooling evaporator coil.
- Perform demolition, removal, disposal/recycling of the existing cooling system components.
- Pump, Drain, Recover and Recycle all existing R22 Refrigerant accordingly to prevent off-venting.
- Provide and install new R410 compressor, evaporator and condenser unit as designed.
- Furnish and install all required mechanical piping, valves, fittings, pumps, vents and ductwork necessary to tie-in and convert the existing office cooling system to the new cooling source.
- Provide and install all new copper line-set (existing line-set has leaking service history).
- Provide and install concrete pad foundation for exterior condensing unit if the existing foundation is determined not to be sufficiently sized.
- Provide an exterior all weather cover for the condenser unit for off-season storage.
- Provide all electrical service connections as required.
- Replace existing pull-out style exterior electrical disconnect with switch style within NEMA 3R rated enclosure.
- Connect new air conditioning control wiring to existing programmable heating/cooling thermostat or replace with equivalent.
- Permanently repair/patch all exterior openings to the building with brick and mortar which were associated with the cooling system removal and installation process.
- Repair and replace any damaged suspended ceiling tiles associated with “above ceiling” work.
- To the maximum extent possible, proposals shall utilize the existing space constraints of the existing above ceiling air handler in order to minimize the impact to the operations within the building.
- Contractor will apply for and readily furnish all local, state and federal permits as required.
- Contractor shall adhere to all requirements of the most current Mechanical Code.
- Provide start-up, testing and warranty of equipment.
- Provide mechanical one-line diagram/sketch “as-built” for installed system.
- Provide operation training and documentation for future reference.
- Contractor shall provide a list of customer contacts and installations of similar systems.
- Contractor must provide a timeline schedule to ensure that the substantial completion date is no later than October 1, 2019.

**Town of Wolfeboro Municipal Electric Department Bid Form**

**Air Conditioner System and Installation  
(Per Description of Work Scope and Specifications)**

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**“Anti-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.

Signature: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

Date: \_\_\_\_\_

*The Town of Wolfeboro Municipal Electric Department reserves the right to reject any or all proposals without explanation, to waive technicalities and informalities and to re-advertise for new proposals for whatever reason deemed to be in the best interest of the Town of Wolfeboro. Proposals which fail to meet the requirements or which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind including evidence of collusion, or in which errors occur or which contain abnormally high or abnormally low prices may be rejected as informal.*

PART PLAN - HVAC

