



City of Gloversville Heat Pump Project Request for Proposal (RFP)

Background:

The City of Gloversville is seeking competitive proposals from qualified HVAC Contractors to design and install heat pumps at the Police Department. The system will include three wall units, and one recessed ceiling cassette with grill along with all other equipment required for the installation.

The City of Gloversville is looking to utilize a NYSERDA Clean Energy Communities Grant as well as NYS Clean Heat incentives.

Submission of Proposals:

Proposals should be sent to:

Gloversville City Clerk
Jenni Mazur
3 Frontage Road
Gloversville, NY 12078

Or electronically to:

Jenni Mazur at cityclerk@cityofgloversville.com

Proposals are due no later than February 13, 2025 at 10:00am.

Project Completed by July 1, 2025.

Proposal Requirements:

Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to perform the requirements of this RFP to include the following aspects:

Knowledge, Qualifications, and Expertise of the Vendor: Please provide a brief history and overview of your company and its organizational structure, with special emphasis on your understanding of the services required and the following information:

- 1) Name, mailing address, e-mail address, telephone, and fax number of the firm.
- 2) Type of organization (individual, partnership, corporation, or other). If a vendor is owned or controlled by a parent company, the name, main office address, and parent company's tax identification number shall be provided in the proposal.

- 3) State why your firm is well qualified to provide the requested services, including the size of the firm, size of the team assigned to the project, years in commercial HVAC business, and the location of the office(s) from which this work will be performed.
- 4) Provide copies of all state, county, and local licenses and/or certificates to verify your firm's qualifications in HVAC maintenance, repair, and installation.
- 5) Provide a brief resume or summary of the designated project manager's qualifications, certifications and experience.
- 6) Confirm your adherence to the Scope of Work and provide details of how you plan to meet the project's needs. Describe the tools, strategies, equipment, and resources you would use to complete our project and service our account both on a routine and on an emergency basis.
- 7) Provide specific descriptions of your experience in installing and maintaining similar equipment.

Scope of Work:

The City of Gloversville is seeking proposals for the design, purchase, delivery, and installation of heat pump system. The Contractor will also be responsible for the removal and disposal of replaced equipment no longer in use.

1. Contractors will conduct a pre-bid site visit and gather information for the development of a Work Plan. As part of the Work Plan and construction activities the Contractor will identify and comply with all applicable federal, state and local statutes. The Contractor will also comply with applicable terms and conditions of the contract.
2. The finalized Work Plan and interval construction schedule will be submitted to the City of Gloversville for review and approval prior to the start of construction.
3. The Contractor will mobilize construction forces necessary to begin the project within 10 business days after approval of the Work Plan and construction schedule by the City of Gloversville.
4. The Contractor will arrange for the following as needed:
 - a. A secure staging area for storing equipment, materials, tools, and supplies, as the Contractor shall have sole liability for said items, and
 - b. Access to and provision of utilities as needed for design and construction.
5. The following documents, plans, and reports will be provided to the City of Gloversville:
 - a. Work Schedule, and short interval schedule to include daily and weekly activities
 - b. Project Documentation such as Heat Load Calculations and Design Considerations.
 - c. Hazardous Waste Disposal Certificates as requested or required, and
 - d. Inspection Reports as completed.

6. The Contractor will immediately notify the City of Gloversville of any and all issues that may result in a project delay and/or impact work quality or safety.
7. The City of Gloversville must be informed of and approve all work done by subcontractors; however, the City of Gloversville will deal only with the Contractor regarding work done and costs incurred by subcontractors.
8. The Contractor will provide all labor, materials, equipment, accessories, etc., required for the design, purchase, delivery, and installation of the equipment. All materials and equipment furnished for this job shall be in current production and shall be of quality material. Used, shopworn, demonstrator, prototype, reconditioned, or discontinued equipment or materials are not acceptable.
9. All work will be performed in accordance with current applicable building, plumbing, electrical, and HVAC codes. The Contractor will be responsible for obtaining all necessary permits.
10. ccASHP systems should be designed and installed to meet all of the NYS Clean Heat Program requirements, including meeting requirements for the incentives provided the utility, such as but not limited to a system on the NEEP list and load calculations.
11. The Contractor will provide information and assistance with incentives and/or credits that may be offered by manufacturers, utility companies, state and/or federal agencies.
12. The Contractor is responsible for the removal and disposal of the existing equipment no longer in use in accordance with local, state and federal regulations, and the Contractor will provide all the necessary equipment, labor, and materials to safely accomplish said removal and disposal. The contractor will recover and dispose of the refrigerant from the existing rooftop units per EPA guidelines.
13. All goods and/or services shall comply with applicable OSHA regulations in effect at the time goods are shipped and/or the service is performed. Material Safety Data Sheets (MSDS) are required in accordance with applicable regulations. MSDS must be left on site immediately after goods and/or services have been provided.
14. All installations will be in accordance with manufacturer's recommendations.
15. The Contractor is responsible for removing all construction and packing debris from the work site and keeping a clean, safe work area at all times. Clean up of the work area shall be at no additional cost to the Town. If hazardous materials are encountered during execution of the contract, the Contractor will be responsible for removing and disposing said materials in accordance with federal, state and local statutes and codes. The Contractor will provide the City of Gloversville with appropriate documentation regarding the disposal of said hazardous materials as requested or required.
16. Safety signs, barricades, and/or other materials will be erected by the Contractor to warn patrons and staff away from work areas.
17. The Contractor must notify the City of Gloversville in advance of work that may be disruptive to the normal facility operations and parking lot traffic flow. Any shutdown of service and/or utilities must be approved and scheduled with the (Community Name).

18. The Contractor is responsible for the start-up and commissioning of the equipment. All systems must be fully functional and operational after installation. If follow-up work is required to correct installation, the City of Gloversville shall not be charged.

19. Warranties for materials, labor, and equipment will be issued in accordance with industry practice. Extended warranties may be requested by the City of Gloversville as cost and budget allow.

20. The Contractor will train key City of Gloversville operation and general maintenance of the units. Prior to leaving the job site, the Contractor shall provide the City of Gloversville with all manufacturers' warranty documents upon completion of installation and training.

21. The Contractor will respond to inquiries within twenty-four (24) hours and will service any non-working units on the day of the call during the warranty period. The City of Gloversville will not be responsible for any additional costs to repair or replace new equipment or parts that are still under warranty; the Contractor is responsible for all liability.

22. Unless otherwise specified, the Contractor shall unconditionally guarantee the labor and the materials used in performance of this contract within the specified guidelines and recommendations of the manufacturer's warranty. If any defects or signs of deterioration are noted which in the (Community Name)'s opinion are due to faulty workmanship or materials, the Contractor shall be notified and shall make the necessary repairs to correct any deficiency in the system at the Contractor's expense.