

Town of Caroline, PO Box 136, Slaterville Springs, NY 14881

REQUEST FOR PROPOSALS

FOR AIR SOURCE HEAT PUMPS (ASHPs) FOR HISTORIC TOWN HALL

The Town of Caroline, New York ("Town"), seeks proposals for ductless air source heat pumps for heating and cooling the Historic Town Hall where the Town Court resides, at 2670 Slaterville Road, Slaterville Springs, NY 14881. The building is a two-story 1860 school-house, totaling 3300 square feet. The existing steam boiler (Weil-Mclain EGH-85-PIN Series 4 natural gas boiler) will be retained as emergency backup, not to be considered in the design.

Project Goals: Provide a heat-pump heating/cooling system for the Historic Town Hall.

The project design should be based on the following considerations:

- Winter temperatures maintained at 60 °F in all areas when unoccupied. Cooling will only be used when and where spaces are occupied. Typical uses include:
 - Court Offices: 15-20 hours/week (ca. 4-5 hrs x 4 days)
 - Main Room for Court, Town Board Meetings, and Committee Meetings, approximately 15, 2-3 hr meetings/month.
 - Conference Room irregularly
 - 2nd floor History Room and Work Room one day per month, 3-4 hrs
- Proposals should provide consideration of design and cost with and without Zone 5.
- Design should avoid a single point of failure.
- Winter Design Criteria: Outdoor temperature of -5 °F; Indoor temperature of 68 °F in occupied rooms.
- Summer Design Criteria: Outdoor temperature of 90 °F; Indoor temperature of 74 °F.

An accurate determination of the building's heating and cooling loads (Manual J calculation) shall be submitted with the proposal. Equipment heat output should be specified for -13 °F.

Heat pumps on the Northeast Energy Efficiency Partnerships Cold Climate Air Source Heat Pump list (<https://neep.org/initiatives/high-efficiency-products/emerging-technologies/ashp/cold-climate-air-source-heat-pump>) are preferred.

Any needed upgrades to the building's electrical service shall be identified, including requirements if Zone 5 is included in the scope of work.

- Table 1 shows gas use for heating over the past three years.
- Table 2 shows room dimensions with accompanying floor plans.

Proposers should provide their qualifications, ability to provide warranty service, and details on labor and equipment warranties.

Proposals shall list materials and equipment proposed.

SCHEDULE

Monday, September 17: Request for Proposals posted to Town website (townofcaroline.org).

Monday, September 24: Proposer's Conference/Open House: 10 am - 1 pm at the Town Hall, 2670 Slaterville Road, Slaterville Springs, NY 14881, or by appointment.

****Friday, October 5: 2nd Open House: 10 am - 1 pm at the Town Hall. Answers to questions will be posted at the town website under Notices.***

Thursday, October 18, 2 pm: Deadline and bid opening. Please submit two copies of the proposal (8.5" x 11" paper) in a sealed envelope labeled "ASHP Proposal" and addressed to Town Clerk, Town of Caroline, P.O. Box 136, 2668 Slaterville Road, Slaterville Springs, NY 14881.

The Town reserves the right to amend or terminate this Request for Proposals, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the Proposer or Proposers that, in the Town's best judgment, as to the Project generally or component thereof, will be in the Town's best interest.

INFORMATION FOR PROPOSERS

This is a public works contract, subject to prevailing wage rules. ***The Town is tax-exempt.**

All equipment should be UL, ETL, NFPA, or third-party certified, all equipment used in the system must meet applicable product codes or standards, and installed as per manufacturer's instructions and New York State Uniform Fire Protection and Building Code. Electrical work shall be inspected by one of the Town's 3rd-party electrical inspectors at the expense of the proposer.

The Town may select any proposal or proposals as the basis for negotiation of a contract, and to negotiate with proposers for amendments or other modifications to their proposals.

The Town assumes no responsibility or liability of any kind for any expenses incurred in the preparation or submission of any proposal.

The Town reserves the right to apply the case law under General Municipal Law §103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP request.

The Town reserves the right to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

Insurance. The successful proposer shall, at its own expense, obtain and keep in force automobile, general liability, workers' compensation, and other statutorily required insurance. The Town reserves the right to request from the successful proposer a complete, certified copy of each required insurance policy. The Town shall be named as additional insured.

Advertising. The successful proposer shall not name the Town in its advertising, news releases, or promotional efforts without the Town's prior written approval. If it chooses, the successful proposer may list the Town in a statement of references or similar document required as part of its response to a public procurement. The Town's permission to do so is not a statement about the quality of the successful proposer's work or the Town's endorsement of the successful proposer.

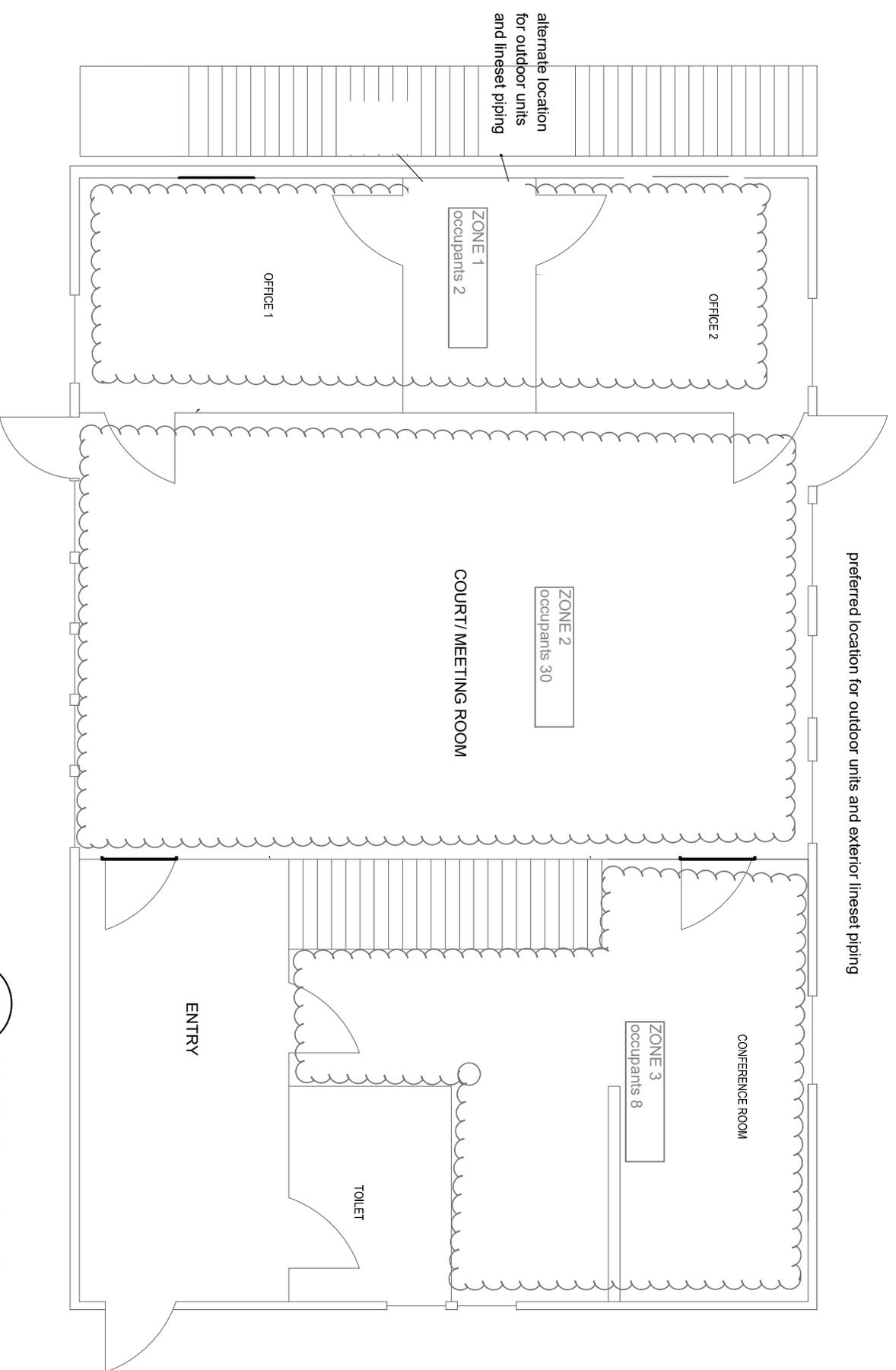
Non-Collusion. Each proposer shall submit a signed statement of non-collusion (Attachment 1).

Table 1: 2015-2017 gas consumption for heating the Historic Town Hall

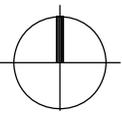
	Usage (therms)		
Month	2015	2016	2017
JAN	627	282	646
FEB	358	552	354
MAR	627	249	687
APR	162	178	190
MAY	147	271	66
JUN	0	13	22
JUL	30	16	1
AUG	2	1	10
SEP	0	2	0
OCT	169	94	69
NOV	41	167	243
DEC	359	298	515
TOTAL:	2,521	2,123	2,802

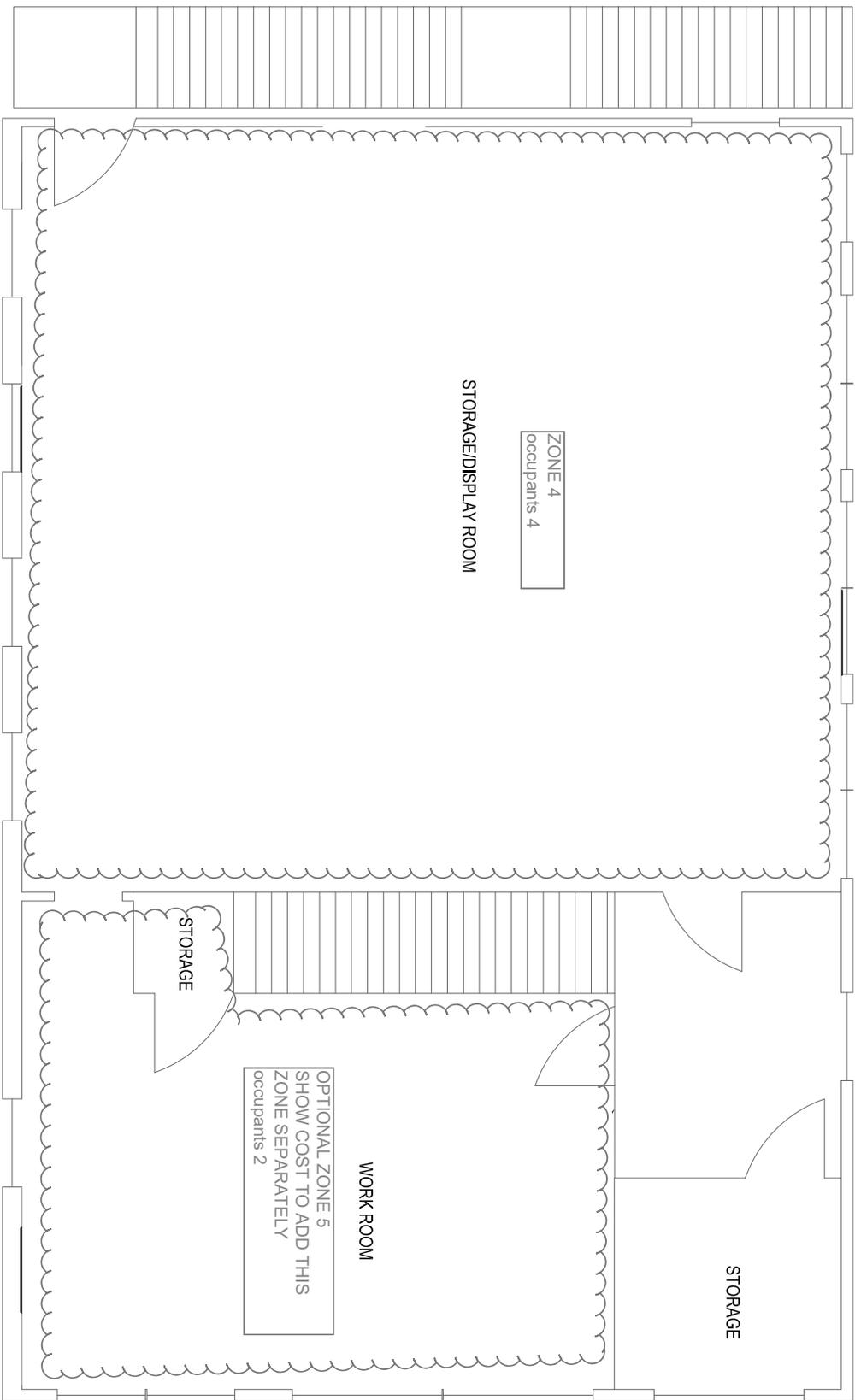
Table 2. Approximate room dimensions (feet) in the Historic Town Hall. First floor ceilings are approximately 11 ft. high, except for 7 ft. drop ceiling in Zone 3 corridor to Conference Room. Second floor ceiling is approximately 10 ft. high. Schematic floor plans are shown on the following two pages.

	Zone	Room	Width	Length
First Floor	1	Court Office 1	10	13.5
	1	Court Office 2	10	12
	1	Storage between	10	5
	2	Court/Meeting	29	31
	3	Conference	15	24.3
	n/a	Entry	6.4	15
	n/a	Toilet	4.6	7.4
Second Floor	4	Storage/Display	31	39
	n/a	Storage/Hallway	8	14
	5	Work Room	14	22



1 FIRST FLOOR MECHANICAL PLAN
1/4"=1'-0"





2

SECOND FLOOR MECHANICAL PLAN

1/4"=1'-0"

