

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120 ~ townofcanandaigua.org
Established 1791

Request for Proposals – Heating and Cooling at Crouch Hall & Westlake Schoolhouse

Released: March 10, 2023

Due: April 10, 2023

The Town of Canandaigua is accepting bids for the installation of a Heating and Cooling system at Crouch Hall located at 4965 Co Rd 16, Canandaigua, NY 14424 and at Westlake Schoolhouse located at 3660 Co Rd 16, Canandaigua, NY 14424.

Proposals shall be addressed to: Jean Chrisman, Town Clerk
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424

OR sent digitally to: JChrisman@townofcanandaigua.org

If mailing; two (2) hard copies of the proposal shall be submitted. The envelope shall note the name and address of the company submitting the bid. Proposals may be delivered by mail, courier, or in person. Or One (1) digital copy may be sent to JChrisman@townofcanandaigua.org. The Town is not responsible for bids not received digitally. Proposals must be received **PRIOR TO 4:00 PM EST** on April 10, 2023 to be considered.

The Town of Canandaigua is accepting proposals for units with similar specifications for HVAC (to include Air Conditioning) to be installed at Crouch Hall and Westlake Schoolhouse:

1.) Crouch Hall

- Install (4) Mitsubishi or Equal 24,000 BTU wall mount heat pump mini splits.
- Install (2) Mitsubishi or Equal 48,000 BTU outdoor heat pump condensers.
- Install line sets run to each head unit as well as communication wiring and condensate tubing.
- Install pad and snow stand for each outdoor condenser.
- Install (2) 220V lines to condensers. Install breakers at the panel.
- Install disconnects at each panel and surge protectors at each condenser.

- Place line hide on the outside of building to cover up line sets and wire where needed.

2.) Westlake Schoolhouse

- Install Trane XR13 SEER or similar 2-ton condensing unit with matching indoor evaporator coil.
- Installation to include adaptation of ductwork, venting, gas, electric, and control wiring.
- Equipment must be properly sized and set up in accordance with manufacturer's specifications.

Questions:

Questions about this Request may be directed to Lindsay Frarey, Parks Coordinator at lfrarey@townofcanandaigua.org or (585) 394-1120 x2229.

Questions will be answered until March 24, 2023 and answers will be posted to the Town of Canandaigua's website page "RFP/Bids" by March 31, 2023.

Selection:

Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s) or in accordance with the Town's Best Value Policy, in part or in whole who meet(s) all the terms of the specifications. Any contract(s) awarded as a result of this bid will be between the Town of Canandaigua and the successful vendor(s). The Town guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Canandaigua shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation. The Town of Canandaigua reserves the right to terminate the selection proceedings at its option at any time during the process.

Miscellaneous

1.The Town reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.

2.The Town assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.

3.Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.

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NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid each bidder and each person on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, Consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and
- 3) No attempt has been made or will be made by the bidder to induce any other Person, partnership or corporation to submit or not to submit a bid for the Purpose of restricting competition.

BIDDER NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE AND EMAIL: _____

REPRESENTATIVE'S NAME: _____

REPRESENTATIVE'S TITLE: _____

SIGNATURE: _____ DATE: _____