

REQUEST FOR BIDS

Air Conditioning Installation 2020
Windham School District
19 Haverhill Road
Windham, NH 03087

- A. The Windham School District will receive sealed bids for installation of **Air Conditioning Units** at Windham High School (64 London Bridge Road) and Windham Center School (2 Lowell Road) in Windham, NH 03087
- B. The scope of work and specifications are attached hereto.
- C. **Project work shall be completed during the April school break (4/27/2020 – 5/1/2020) for the WHS Band Room E-222. All other areas work will be completed during the summer break, 6/29/2020 to 8/1/2020.**
- D. The School District reserves the right to accept or reject any or all bids in part or whole, whether from responsible bidders or otherwise, even though the bidder may not submit the lowest bid. The School District has sole discretion in determining the best interest of the district and to waive any informality deemed to be in the best interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their bids.
- E. Bidders shall carefully examine the specifications and site to obtain first-hand knowledge and verify requirements and existing conditions.
- F. A **mandatory** walk-through will be held on **Thursday, January 30, 2020 at 2:30 PM**. The walk-through will begin in the front lobby of Windham High School and then continue to Windham Center School.
- G. For more information please contact Mr. Roger Preston, Director of Facilities, at (603) 845-1550, ext. 1217 or rpreston@windhamsd.org
- H. Bids shall be submitted on the attached bid form. Faxed or electronically submitted bids will NOT be accepted. Submit bids in a sealed envelope **clearly marked**:

"BID FOR AC INSTALLATION 2020"
WINDHAM SCHOOL DISTRICT

Send to:

Mr. William Hickey
Business Administrator
SAU #95, 19 Haverhill Road
Windham, NH 03087

- I. Closing Date: **Wednesday, February 19, 2020 at 1:00PM**. Any bids received after this date and time will not be considered and shall be returned unopened to the Bidder.
- J. Public Bid Opening: Sealed bids will be opened in public immediately following the closing in the SAU #95 Conference Room, 19 Haverhill Road, Windham, NH 03087.

SCOPE OF WORK

Windham High School-

1. G-301 (Classroom)

Bidder's price shall include calculation of proper sized AC equipment, AC equipment, materials, labor, permit, roofer, crane, and local temperature controls. The District will provide the AC voltage for the equipment and the bidder is to provide the low voltage for the equipment.

Overview of work to be performed:

- Install wall mounted head unit to the back wall of the classroom.
- Snake line set connected to unit into the wall and above the grid ceiling.
- Install condensate pump under the unit and snake water line in wall with the line set.
- Cut hole in roof for line set. Bidder will provide roofer.
- Crane new condenser up to roof and set on stand. Stand will be roofed in as well.
- Connect new line set to condenser and head unit and check for leaks.
- Once leak check is satisfactory put system into a proper vacuum and charge with refrigerant.
- Condensate will pump to the roof above.
- Run control wiring from head unit to thermostat mounted on the wall.
- Once system is powered, check for proper operation. Power is to be done by others.
- Job is to be completed during regular working hours.

2. E-206 (Chorus Room)

Bidder's price shall include calculation of proper sized AC equipment, AC equipment, materials, labor, permit, roofer, crane, and local temperature controls. The District will provide the AC voltage for the equipment and the bidder is to provide the low voltage for the equipment.

Overview of work to be performed:

- Install cassette head units in ceiling using a scissor lift.
- Install line sets above ceiling and connect into head units.
- Crane new condenser on to roof and set on stand. Stand will be roofed into roof.
- Run line sets from head units to condenser on roof. Bidder will provide the roofer.
- Leak check all piping in system.
- Once leak check is satisfactory, put system into a proper vacuum and charge with refrigerant.
- Install main condensate drain line and connect all head units to drain line.
- Install condensate pump above ceiling and connect to main drain line.
- Condensate will pump to the roof above.
- Run control wiring from head units to thermostat mounted on the wall.
- Once system is powered, check for proper operation. Power is to be done by others.
- Job is to be done during regular working hours.

3. E-222 (Band Room)

Bidder's price shall include calculation of proper sized AC equipment, AC equipment, materials, labor, permit, roofer, crane, and local temperature controls. The District will provide the AC voltage for the equipment and the bidder is to provide the low voltage for the equipment.

Overview of work to be performed:

- Install cassette head units in ceiling using a scissor lift.
- Install line sets above ceiling and connect into head units.
- Crane new condenser on to roof and set on stand. Stand will be roofed into roof.

- Run line sets from head units to condenser on roof. Bidder will provide the roofer.
- Leak check all piping in system.
- Once leak check is satisfactory, put system into a proper vacuum and charge with refrigerant.
- Install main condensate drain line and connect all head units to drain line.
- Install condensate pump above ceiling and connect to main drain line.
- Condensate will pump to the roof above.
- Run control wiring from head units to thermostat mounted on the wall.
- Once system is powered, check for proper operation. Power is to be done by others.
- Job is to be done during regular working hours.

Windham Center School-

1. 202 (Classroom Suite)

Bidder's price shall include installation of District supplied AC equipment. Condensate pumps, thermostats, materials, labor, permit, roofer, crane, and local temperature controls shall be provided by bidder and shall be included in the bid. The District will provide the AC voltage for the equipment and the bidder is to provide the low voltage for the equipment.

Overview of work to be performed:

- Crane outdoor condenser unit up to roof and set on stand.
- Mount ceiling cassette units in the (3) smaller offices.
- Mount larger wall mounted head unit in the largest back office.
- Mount smaller wall mounted head unit in other office.
- Provide and install condensate pumps for each wall mount head unit.
- Run line sets for each unit. All line sets will be run in wall and above ceiling.
- Lines sets will punch out of brick wall above ceiling and will be run down the wall to roof level in slim duct.
- Connect all line sets to condenser and leak check all connections.
- Put system into a proper vacuum the charge with refrigerant.
- Run a condensate drain line main above ceiling for all head units to drain into.
- Drain will punch out the brick wall above ceiling and be brought down to 3 ft. above roof.
- Provide and install thermostats for each unit.
- Once system is powered, check for proper operation. Power is to be done by others.
- Job is to be done during regular business hours.

Existing Daiken equipment to be used:

- Outdoor unit- M# RXYQ72PBTJ
- 3 Indoor cassettes- M# FXZQ18M7VJU
- 2 Indoor wall mounts- M# FTXS36LVJU and M# FXAQ18PVJU

Bidder will also be responsible for:

- Protect existing membrane roof with durable coverings in locations where the potential for damage to the roof system exists (equipment and material laydown, worker access, etc.).
- Temporarily weather-seal the rooftop openings at end of each workday (as approved by Owner). Schedule work so as to minimize exposure during forecasted wet weather and high winds.
- Damages caused by water infiltration resulting from the failure of the Contractor to secure each day's work in a weather tight manner, will be corrected at the Contractor's expense. Included as damages will be all labor costs incurred by the Owner as a result of such water infiltration.

- Install new rooftop AC, in accordance with manufacturer's instructions. The crane and operator shall comply with all OSHA requirements for crane safety including but not limited to pre-lift/ load testing, signalman and operator qualifications, inspection of lifting and rigging devices, crane safety devices, and crane inspection.

GENERAL SPECIFICATIONS

- A. All materials, methods, and workmanship shall comply with current building code standards and industry standards.
- B. All materials and equipment shall be installed in accordance with manufacturer specifications and requirements.
- C. Any breaching or penetrations of the roof membrane system (EPDM) shall be repaired according to membrane manufacturer requirements by a qualified and experienced roofing installation subcontractor.
- D. All wall and roof penetrations shall be sealed with an approved fire-rated sealant having a rating equal to or greater than the wall or roof assembly fire rating.
- E. All electrical supplies and connections shall comply with NFPA 70 and the NEC.

CONTROLS LOGIC

- A. All equipment will be locally controlled

START-UP, TESTING AND REPORTING

- A. Upon substantial completion of work, the Contractor shall complete a start-up and testing process. During this process all controls and sensors shall be tested to verify proper operation and sequencing. Balancing of equipment shall be completed during this process.
- B. Ensure all equipment is properly functioning including:
 - 1. Demand control actuation
 - 2. Thermostat actuation
 - 3. AC unit operation
- C. Measure and verify supply airflows to each space.
- D. The Contractor shall prepare a Start-Up and Testing Report that presents the start-up and testing process including verification of proper system operation and sequencing, and, any balancing/adjustments made during the process.

OPERATION & MAINTENANCE MANUAL

- A. Upon completion of all work, the Contractor shall provide an Operation and Maintenance (O&M) Manual to the Owner. The manual shall include: 1) all equipment manufacturer data sheets; 2) listing of all as-built changes; 3) set-points and operating ranges for all equipment including controls, sensors, and thermostats; 4) start-up and testing report; and, 5) manufacturer warranties with in-service date for all equipment.
- B. The O&M Manual shall be submitted in hard-copy (1) and in electronic format (.PDF file format).

EXAMINATION

- A. Contractor must examine existing area. Measurements listed in these specifications are intended to give an approximation of the scope of the work.
- B. All final field measurements are the responsibility of the contractor.

QUALIFICATION REQUIREMENTS

- A. Contractor shall be a single firm specializing in the types of work required, so there will be undivided responsible for the performance of the work. Portions of the work may be subbed out, but ultimate responsibility for workmanship falls on installer.
- B. A qualified installer with a minimum of 10 years of experience.

- C. All employees must be properly trained and familiar with the work, products and procedures.
- D. Contractor must provide a list of at least 3 past client references relating to work of a similar project and scope. Reference list must include contact name, address, email address, and phone number. Contractor agrees to allow the SAU to contact any and all client references provided.

BOND REQUIREMENTS

Contractors must provide payment bond in accordance with New Hampshire RSA 447:16 Bond Required.

“...shall if said contract involves an expenditure of \$125,000, and may if it involves an expenditure of less amount, obtain as a condition precedent to the execution of the contract, sufficient security, by bond or otherwise, in an amount equal to at least 100 percent of the contract price, or of the estimated cost of the work... “

Failure to secure bonding will result in disqualification of bid.

SUBMITTALS

- A. All required submittals shall be provided to the Owner and their Agent for review and approval prior to commencing the associated work.
 - a. Company Profile
 - b. Crane operator certification of qualification or license.
 - c. Manufacturer specifications and data sheets for rooftop AC Units, (include all optional packaged equipment).

WORK SITE

- A. All materials and equipment must be submitted by the Contractor and reviewed and approved by Owner prior to installation.
- B. Furnish and install only the materials as specified herein, in strict accordance with and approval by the manufacturer.
- C. The Contractor must examine the conditions under which installation work is to be performed, and notify the Owner of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Owner.
- D. Before starting any work, the Contractors shall protect all grounds and the rooftop areas where work will be performed.
- E. Protect the building, grounds, and finishes from damage resulting from spillage, dripping, and dropping of materials. Any areas of the grounds which have become stained or damaged in any way shall be repaired or replaced by the Contractor prior to the final inspections. The method of repair used must be acceptable to the Owner.
- F. Contractor shall supply all tools and equipment necessary for the tasks at hand, use of school tools and equipment will not be permitted.
- G. Cleanup: Remove trash and debris resulting from work at the end of each day's work. Contractor shall dispose of all waste materials off-site.
- H. Non-prescription drugs and alcoholic beverages are not permitted on the grounds.
- I. Windham School District and grounds are non-smoking and non-vaping areas.

HEALTH AND SAFETY

- A. The health and safety of all workers, WSD employees, and school children is paramount. The Contractor shall implement all practical means of preventing injury including the placement of signs, ropes, barricades or other warning devices to exclude people from the work zone.
- B. If any unauthorized person enters the work area, the Contractor shall cease all operations which could result in injury/accident to the visitor and not restart until the area is cleared.
- C. Contractor must comply with all OSHA guidelines for safety and protection of workers and the public. All workers shall have received OSHA 10-hour Construction Safety training.

- D. Any ladders used on this project must be in good condition. All ladders must be secured at the roof line at all times while in use. All ladders must be OSHA approved.

WARRANTIES

- A. The Contractor shall provide a written one-year guarantee against defects in material or workmanship. Warranty period shall commence on the date of project completion.
- B. Warranty period shall commence on the date of project completion.
- C. The Contractor shall provide all manufacturer written warranties to the Owner and shall register all equipment as required by the manufacturer to affect the warranty.
- D. All warranties shall be included in the Operation and Maintenance Plan prepared by the Contractor.

SPECIAL CONDITIONS

- A. Qualified bidders must have an operational facility within a 100-mile radius of Windham, NH
- B. The Contractor is responsible for obtaining all applicable permits and the associated fees.
- C. The Contractor is responsible for applying for all energy rebates through Eversource in participation with the Owner.
- D. At Owners request, the Contractor shall provide release-of-liens from all subcontractors with payment requests.
- E. The awarded contract cannot be assigned or transferred to another company.
- F. The Owner will inspect all work and have the authority to stop work to ensure the proper execution of the contract and have the authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.
- G. If at any time, the Owner determines that the Contractor's rate of performance is jeopardizing completion of the work within the Contract Time, the Contractor may be considered in default of the contract and the Owner may terminate the contract for convenience. The terminated Contractor shall be responsible for all additional costs (above contracted value) incurred as necessary to complete the contracted scope of work by others.
- H. The Contractor shall insure that all employees perform criminal background checks for all persons that will be present on the jobsite at any time. Criminal background checks of employees must be completed prior to the start of any jobsite work. All background check forms must be submitted to the SAU# 95 School Superintendent for final approval. Any cost associated with the background checks shall be the Contractor's responsibility.

DELIVERY, STORAGE, AND PROTECTION

- A. Products on site must be sealed and properly labeled. Deliver materials in manufacturer's unopened container or bundles, fully identified with brand, type, grade, class, and all other qualifying information in manufacturer's original containers, dry and undamaged. Do not use materials which have been opened prior to this project or damaged in any manner.
- B. Products and other materials shall be delivered to site at such a time as required for proper coordination of the work. Windham School District has minimal storage space and therefore, cannot make accommodations to store materials for an extended period of time.
- C. The Contractor shall arrange material storage so as not to interfere with the Owner's operations.
- D. Store all materials in properly protected and dry storage facilities until ready for use. Installation of used materials will not be accepted. Do not use materials which have been damaged in any manner.
- E. Take all necessary precautions against fire and other hazards, during delivery, storage, and installation of inflammable adhesives, solvents, and other materials specified herein. Comply with local ordinances and fire regulations in the installation of hazardous materials specified or required under this section.
- F. The Contractor is responsible for coordinating and receiving all deliveries and shipments.

- G. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged materials stored at the job site.
- H. Any damage to grass or lawns shall be mitigated by the contractor.

REMOVAL AND DISPOSAL OF MATERIALS

- A. It is the responsibility of the Contractor to remove and dispose of all material according to federal, state and local policies.
- B. Discarded materials must be removed from school site on a daily basis unless the Contractor provides an on-site dumpster. Dumpster should be emptied when it reaches capacity. It is the responsibility of the Contractor to have the dumpster removed from school property at the conclusion of the project.
- C. Location of on-site dumpster may be permitted at the Owners discretion.
- D. At the completion of the job, all unused material and rubbish shall be removed from the site. The ground shall be clean and all work areas shall be broom cleaned.

INSURANCE

- A. The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. The Contractor shall submit a Certificate of Insurance showing the Contractor has the required coverage.
 - 1. The contractor shall name Windham School District as an additionally insured.
 - 2. Claims under Workers' Compensation, disability benefit and other similar employee benefits.
 - 3. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage.
 - 4. Claims for damage because of bodily injury, occupational sickness or disease, or death of any person other than his employees, and claims insured by usual personal injury liability coverage.
 - 5. Claims for damage because of injury to or destruction of tangible property, including loss of use resulting therefrom.

a. Workers Compensation and Employers' Liability	Statutory Limits
Each Accident	\$1,000,000
Disease (Policy Limit)	\$1,000,000
Disease (Each Employee)	\$1,000,000
b. Comprehensive General Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000
c. Comprehensive Automobile Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000

LAWS AND REGULATIONS

- A. Contractor shall be solely responsible for complying with all Laws and Regulations governing the work, including, without limitation, applicable OSHA, EPA, Town of Windham and NH State regulations.

FINAL INSPECTION

- A. Contractor and Owner shall meet to complete a final inspection of all work at completion of the project. Owner will list all items requiring correction or completion (punch list) and furnish a copy to the Contractor.

- B. Contractor shall repair or replace defective work in a timely manner (generally within 5-days). Contractor shall notify the Owner upon completion of corrective actions for re-inspection of work.
- C. Undiscovered deficiencies or code compliance issues by the Owner or their agent(s) does not exempt the Contractor from liability and responsibility for corrective action(s).
- D. All work shall be completed in accordance with manufacturer specifications and warranty requirements.

COMPANY PROFILE
and
REQUIRED SUBMITTALS

Please provide the following information regarding your business. ***This form is required as part of your bid submission.*** You may attach additional sheets or documents as needed.

1. DUNS Number of Federal Tax ID # _____
2. Size of Company: Total number of employees _____
Total number of service employees _____
3. Number of years in business _____
Number of years under current management _____
4. Office locations (service, retail, other) _____

5. Please provide website address: _____

6. Insurance – Please provide proof of insurance per specifications.
7. Bid Payment Bond – please provide if applicable, see specifications, proof of eligibility Per New Hampshire RSA 447:16 if project is over \$125,000.

8. Warranty Information
 - A. Warranty Coverage: _____ (Company Name)
 - B. Number of years on equipment _____
 - C. Number of years on labor _____
 - D. Number of years on installation _____
 - E. Exclusions: _____ (Company Name) will not have any liability or obligation under the limited warranty in case of:
 1. Damage caused by natural disasters
 2. Damage caused by snow removal activities
 3. Any defect caused by misuse or abuse of the equipment
 4. Damage caused by unauthorized modification
 5. Damage caused by improper maintenance
 6. _____

Hereby warranties the project listed at Windham High School, 64 London Bridge Road, Windham, NH 03087 and Windham Center School, 2 Lowell Road, Windham, NH 03087 free of any defect in material and workmanship. The period of warranty is one (1) year from the date of completion, final inspection and acceptance. Any defects in material or workmanship resulting from construction procedures that occur during the warranty period will be repaired or replaced.

Date of Final Inspection: _____
Date of Warranty Expiration: _____

COMPANY PROFILE cont.

Page 2

9. Identify maintenance requirements of proposed equipment (if applicable).

A. Required service to maintain warranty.

B. Service schedule for equipment proposed (example: weekly, monthly, yearly).

10. Provide operations and maintenance manuals.

11. Provide list of proposed equipment to be used on this project (per specifications)

No equipment substitutions will be part of this project. _____
Please initial above

Proposed Alternate Equipment:

12. List 3 references for which your Company performed similar scope and size work for, include company/agency name, contact name and telephone number and email address.

1) _____

2) _____

3) _____

COMPANY PROFILE cont.

Page 3

13. List all subcontractors to perform work including contact name and telephone number or check box below.

No subcontractor will be performing work on this project. _____
Please initial above

A. _____

B. _____

C. _____

Provide references for each subcontractor under separate attachment.

(Company Name)

(Print Name)

(Authorized Signature & Title)

(Date)

**Windham School District
AC Installation 2020**

CRANE OPERATOR CERTIFICATION

Submittal #2

A contractor will not be eligible for award of a contract unless such contractor has submitted the following certifications, which is deemed a part of the resulting contract:

_____ certifies that:
(Name of Authorized Representative of Contractor)

All crane operators to be employed at the worksite will have successfully completed a course in crane operation and safety at the time the employee begins work and shall furnish documentation of successful completion of said course with the bids.

(Signature of Authorized Representative of Contractor)

(Company Name)

(Date)

**WINDHAM SCHOOL DISTRICT
AC INSTALLATION 2020
BID FORM**

Mr. William Hickey
Windham School District
SAU # 95
19 Haverhill Road
Windham NH, 03087

Having carefully examined the description of the work to be accomplished, as contained in the Request for Bid dated January 14, 2020, and having fully inspected the site for all particulars, the undersigned agrees to perform the work, for the following sum of money:

Windham High School

Room #	Replacement Unit Model	Unit Cost	Installation and Associated Costs, per unit	Total
E-301 (Classroom)				
E-206 (Chorus)				
E-222 (Band)				

High School Total Cost \$ _____

Windham Center School

Room #	Replacement Unit Model	Unit Cost	Installation and Associated Costs, per unit	Total
202				

Center School Total Cost \$ _____

Submittals Included:

- ___ Company Profile
- ___ Submittal #2 Crane Operator Certification
- ___ Certificate of Insurance

By signature below, the bidder, if awarded a contract,

- Agrees to complete the work by August 16, 2019.
- Agrees to use only equipment and materials as per attached specifications
- Agrees to comply with all applicable and relevant codes, standards, regulations, and laws

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

Phone #: _____ **EMAIL** _____