

July 27, 2022

**REQUEST FOR PROPOSALS FOR REPLACEMENT OF HVAC SYSTEM FOR
STERLING MUNICIPAL BUILDING
1186 PLAINFIELD PIKE, ONECO, CT 06373**

The Town of Sterling, CT requests written proposals from licensed and qualified HVAC companies with offices in the State of Connecticut to design and install a new building-wide HVAC system in the Sterling Municipal Building. The Municipal Building, a nearly 40,000 square foot facility that hosts the Town Hall, Municipal Library, Senior Center, Recreation Department, and community meeting space, has been served by a combination of systems dating back to its use as an elementary school in the 1950's. The building has been modified and expanded over the last several decades, and its HVAC systems are variously aging, inadequate, and in danger of failure. Accordingly, the Town is requesting proposals to design and install a building-wide electric-based mini-split HVAC system that will allow the removal of older components. The Town also wishes to receive proposals for a backup power-generation system for this building as part of the HVAC system upgrade.

Because of the complexity of the current HVAC components and the size of the building, the Town will be requiring interested parties to attend a mandatory site visit in order to provide a tour of the building and ensure that all components of the existing system and the Town's goals for the new HVAC system are understood.

The mandatory site visit will take place at 2:00 p.m. on Wednesday, August 17, 2022 at the Sterling Municipal Building, 1183 Plainfield Pike, Sterling CT 06377. COVID-19 prevention measures will be in place, including the wearing of face masks and social distancing.

The Town of Sterling will not reimburse from any expenses incurred in connection with this Request for Proposals (RFP) including, but not limited to, the cost of site visit attendance, preparing the initial response and any additional information requested or travel expenses relating to any oral presentation. Please be advised that responses will be considered property of the Town, are matters of public record, and may be disclosed by Sterling after the awarding of a contract.

Respondents should provide a scope of services based on this project's description and the mandatory site visit. Bids will be evaluated based on the following criteria:

- Qualifications, relevant experience and licensing;
- Thoroughness of system evaluation;
- Approach and recommendation for the new HVAC system installation, broken down into phases that will minimize the need for reliance on the most at-risk components of the current HVAC system before installation of the new system is complete;
- Proposed Equipment to be Installed with Labor and Material Costs; and
- Anticipated time frame, including contingency plans should proposed installation schedule create the need for reliance on the existing HVAC system through the coming winter.

Questions about this RFP should be directed to Joyce Gustavson at jgustavson@sterlingct.us by email only, no later than August 24, 2022. Answers to questions received will be posted by August 29, 2022 on the Town's website at <https://www.sterlingct.us/about-sterling/public-legal-notices-and-bids/>.

Sealed Bids clearly marked "Municipal Building HVAC System" shall be received until 12:00 p.m. on Wednesday, September 7, 2022 at the Office of the First Selectman, Sterling Town Hall/Municipal Building, 1183 Plainfield Pike, P. O. Box 157, Oneco, CT 06373-0157. The Town of Sterling reserves the right to accept or reject any and all bids.

Bids will be publicly opened and read at an open public meeting on Wednesday, September 7, 2022 at 6:00 p.m. in Room #15 at the Sterling Municipal Building by the Board of Selectmen.

Confidentiality - If the Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.