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**RFP for Plumbing/HVAC Services**

**City of Caribou**

**25 High Street**

**Caribou, ME 04736**

**Issue Date: June 2, 2021**

**1.0 Overview:**

The City of Caribou (City) is soliciting proposals for upgrading of the heating system at City Hall, located at 25 High Street. The current heating control system involves a mixture of digital and manual Honeywell thermostats. Some zones have separate manual thermostats for night and daytime operation. Some offices have digital thermostats and heat pumps while most of the offices are using baseboard radiant heat with a boiler system. There are seventeen zones in the building. The city would like to upgrade the zone valves and thermostats for the building to improve efficiency of heat delivery.

**1.1 Communications:**

All communications from Bidders to City, including questions regarding this RFP, must be submitted via email. The City will choose to respond to individual Bidders either directly, post a response to the question on the City website, or address the question through other means. All submittals, inquiries, and communications related to this RFP should be directed solely to the following point of contact:

Dennis L. Marker

City Manager  
25 High St  
Caribou, ME 04736

[citymanager@cariboumaine.org](mailto:citymanager@cariboumaine.org)

All communications between Bidders and City shall be conducted via email. Oral communications are discouraged and shall not be binding.

**1.2 Confidentiality**

Bidders should be aware that information received in response to this RFP will be subject to the review of any member of the public upon request.

**2.0 Project Location**

The site identified for the project is Caribou City Hall located at 25 High Street. The building is utilized throughout daytime hours and some evenings for general government purposes.

**2.1 Project Details**

Caribou City Hall has three levels: 2nd floor, Main floor, and police station (basement).

The 2nd floor has six (6) zones. Five (5) zones have a day thermostat and a night thermostat. One of the zones has a single thermostat. New digital thermostats, valves and connection wires are needed for each zone and between the valves and boiler control unit.

The Main floor has seven (7) zones. Four zones utilize heat pumps and have digital thermostats. The remaining three zones need new digital thermostats, valves and connection wires similar to the 2nd floor. Five (5) of the valves on the Main floor were replaced in the last 2 years and do not need to be swapped out.

The police station has four (4) zones. All four zones have a day/night manual thermostat. New digital thermostats, valves and connection wires are needed for each zone.

All thermostats are Honeywell. Replacement thermostats shall be equivalent or better and must be programmable for day, night and seasonal variations.

**3.0 ELIGIBLE PROJECT INFORMATION**

All major equipment and components must be tier-one rated. The type of technology to be used for the proposed facilities and key components must have a minimum of twelve (12) months of established production and use history at a scale similar to that of the facility or larger, and from a single manufacturer in order to be considered.

All eligible bidders or their representatives must attend the pre-bid meeting and site visit noted in Section 5.0 RFP Schedule to be considered in the final running.

**4.0 Collusion**By submitting a proposal to the City of Caribou in response to this RFP, the Bidder certifies, unless previously disclosed, that the Bidder has not divulged, discussed or compared its Proposal with any other Bidder(s) and has not colluded whatsoever with any other Bidder or third parties.

**5.0 RFP SCHEDULE**

The following schedule and deadlines apply to this solicitation:

|  |  |
| --- | --- |
| RFP Issuance Date | June 2, 2021 |
| Pre-Bid Meeting and Site Visit Date | June 8, 2021 @ 2PM |
| Final Submission of Questions | June 9, 2021 @ 5PM |
| Proposal Due Date | June 14, 2021 @ 2PM |
| Award of Bid | June 15, 2021 |

The City reserves the right to modify, cancel or withdraw this RFP and to revise the schedule specified above if, in the sole discretion of the City, such changes are necessary. To the extent reasonably possible, the City will inform Bidders that have filed a Notice of Intent to Bid of any schedule change.

**6.0 SUBMISSION REQUIREMENTS**

All bids shall be submitted on the bid form provided by the City at the pre-bid meeting.

**7.0 PROJECT TIMEFRAME**

It is expected that this work will be completed in less than three (3) months from award.