

Request for Proposals
HVAC Installation and Maintenance
for the Town of Johnson Municipal Building

CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the TOWN OF JOHNSON. If the TOWN OF JOHNSON finds it necessary to change any of these dates or times prior to the due date, the change will be accomplished by addendum.

ACTION	COMPLETION DATE
Issue RFP	12/16/2024
Last Day for Questions	1/2/2025
Addendums Posted (If Necessary)	
Submission Deadline	1/3/2025 12:00pm
Mandatory Site Visit	12/30/2025 12:00pm
Vendor Presentations	As requested by vendor
Review and Award	1/6/2025

Request for Proposals

HVAC Installation and Maintenance

townofjohnson.com

The Town of Johnson requests proposals from qualified HVAC installers to repair, replace or redesign our heating and air conditioning system for the Town of Johnson.

Background:

The current heating and cooling system are separate heating and cooling units with a shared ducted system. The Air Conditioning has failed and is not functioning at this time. The heating system is functional and continues to operate.

The Building:

Town of Johnson Municipal Building
293 Lower Main West
Johnson, Vermont, 05656

The building is two stories, roughly 100' x 40' with 2 large rooms upstairs and two large areas downstairs, downstairs also includes 4 private offices. There is 400amp 3 phase power already in place at the building. There is already propane installed to the building.

Contractors submitting a proposal will be expected to be able to:

- Provide quotes to repair the existing system or reasons why it shouldn't be, provide quotes to replace just the AC side of the heating and cooling system, provide quotes to redesign our heating and cooling system with a more efficient system.
- Assess the needs of the building for both heating and cooling.
- Assess our electrical load and the building's ability to accommodate any changes to the heating and cooling system.
- Provide examples of installations for other municipalities, schools, or similar sized office environments.
- Clean up after repairs and installations.
- Provide training for staff and administration on all new thermostats or components.
- Work with Town staff and administration to repair or install the system with minimal disruptions to the office and building.
- Attend the Site Visit on **12/30/24 at 12:00pm 293 Lower Main West, Johnson, Vermont, 05656**

- Maintain General Liability Insurance, and sign the Town of Johnson's Non-Employee Work Agreement

Any contractor who submits a proposal must be willing and able to fulfill the assigned requirements of this contract and shall follow all Town of Johnson standards for equal-opportunity employment and non-discrimination practices.

Site Visit, Mandatory:

- **12/30/24 at 12:00pm 293 Lower Main West, Johnson, Vermont, 05656**

Proposal Submittal

If the submitting contractor has not already been employed by the Town of Johnson, the proposal must include a minimum of three professional references or examples of similar work in picture or narrative form.

Please direct any questions regarding proposal submission to the Johnson Town Administrator, Thomas Galinat, at tojadministrator@townofjohnson.com or 802-793-8480

Completed proposals must be received no later than 1/3/25 at 12pm and delivered by email or in person to:

Thomas Galinat
293 Lower Main West
Johnson, VT 05656, or
tojadministrator@townofjohnson.com

Responses must be marked "Municipal HVAC"

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration.

Selection of Contractor

The Town of Johnson reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Confidentiality:

Please be advised that all notifications, releases, and addendums associated with this RFP will be posted on-line at townofjohnson.com and copies provided at the Town Clerk's Office where the original solicitation resides. The Town may not attempt to contact consultants with updated information. It is the responsibility of each consultant to provide an email contact and to periodically check their email and the town website for notifications, releases and addendums associated with the RFP. The Town encourages proposals from economically disadvantaged businesses enterprises and consultants shall comply with all federal funding requirements. The Town reserves the right to reject any and all submittals and to make a consultant selection based on the needs and requirements of the Town and may select the consultant that it feels will provide the best value to the Town.