

**Request for Proposals (RFP) 272024**  
**HVAC Equipment Replacement - Installation, Service and Related**  
**Supplies for SCARBOROUGH FIRE DEPARTMENT**  
at Dunstan Fire Station (639 US Route 1)  
& Black Point Fire Station (341 Black Point Road)

**I. PURPOSE**

The purpose of this project is to repair/replace aging and improper functioning HVAC systems that were installed in the late 1990's. As the systems have aged, they have resulted in extensive repair costs, damaging condensate leaks and overall inefficient operation of the HVAC systems. We are seeking an evaluation of the current systems, and receive recommendations for necessary upgrades/repairs and associated costs.

**II. INSTRUCTIONS TO PROPOSERS**

The Town of Scarborough is soliciting requests for proposals from qualified vendors that can provide replacement of existing HVAC systems located at (2) two of the Town's municipal fire stations. **Dunstan Fire Station**, located at 639 US Route 1, and **Black Point Fire Station**, located at 341 Black Point Road. Vendors wishing to submit proposals;

This RFP is available on our website (<http://www.scarboroughmaine.org>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207)730-4083, or [kmorrison@scarboroughmaine.org](mailto:kmorrison@scarboroughmaine.org).

**RESPONSES**

Sealed Proposals must be received at the Town Clerk's Office, Scarborough Town Hall, 259 US Route 1, Scarborough, Maine 04074 **by 10:00 am on January 25, 2024.**

This will not be a public bid opening. Proposals, if mailed, should be addressed as noted below: Faxed proposals will not be considered.

Attention: Town of Scarborough, Purchasing Agent  
Request for Proposal (RFP) Number: 272024  
259 US Route One  
PO BOX 360  
Scarborough, ME, 04070-0360

**PROPOSALS MUST INCLUDE**

- Company Profile
- Cover Letter signed by an authorized representative of the vendor submitting
- Summary evaluations of both HVAC (entire) systems located at the addresses/locations indicated in this RFP
- Recommendations for repair and/or replacement of both HVAC (entire) systems
- Scope of work to include removal and/or demo of current in-place systems
- Scope of work for installation of components
- Proposed schedule of work
- All associated costs for both projects
- Any warranties

The Town reserves the right to accept or reject any and all proposals. These proposals will not be publicly opened. A Vendor’s failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All proposals submitted shall become property of the Town of Scarborough and will not be returned.

**PROJECT/CONTRACT DEFINITION:**

**Project Schedule**

<b>Event Name</b>	<b>Event Due Date</b>
Mandatory Site Visits & System Evaluations	January 4, 2024
Deadline for Written Inquiries/Questions	January 18, 2024
Response to Written Inquiries/Questions	January 22, 2024
Deadline for Proposal Submission	January 25, 2024
Respondent(s) Presentation/Interview	TBD
Award Announcement	February 8, 2024
Project Must be Completed by Date	April 12, 2024

**CONTACT INFORMATION**

For questions related to the RFP process contact:

**Kim Morrison, Purchasing Specialist**

Email – [kmorrison@scarboroughmaine.org](mailto:kmorrison@scarboroughmaine.org)

Phone 207 - 730-4083 / Fax 207-730 4088

The preferred contact method is email. All inquiries or requests concerning this Request for Proposal shall be made in writing and must be received before the close of business five days prior to the deadline to the attention of Kim Morrison, Purchasing Specialist. The Town is not responsible for oral interpretations given by any Town employee or representative.

**III. MANDATORY SITE VISITS & SYSTEM EVALUATIONS:**

Town Staff and Fire Department leadership will be hosting a **MANDATORY** site visits and system evaluations on **January 4, 2024**,

- 1) 8:00 am - 10 am at the Dunstan Fire Station
- 2) 10:00 am - 12:00 pm at the Black Point Fire Station

**PRICING**

Standard Terms and Conditions:

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the Town website: [www.scarboroughmaine.org](http://www.scarboroughmaine.org).

The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town of Scarborough.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town. A Certificate of Insurance is required from all consultants, contractors and vendors

doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as “additional insured.” Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant’s performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town’s reasonable attorneys' fees as well. The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s). Commercial General Liability \$2,000,000.00 Automobile Liability \$2,000,000.00 Workers Compensation \$1,000,000.00 Errors and Omissions \$2,000,000.00 Umbrella Coverage \$2,000,000.00

All policies shall be underwritten by companies licensed to sell insurance in Maine and who are rated A+ or better by AM Best Company. Self-insurance pools or trusts are not an acceptable substitute for the referenced commercial coverage.

**CONFLICT OF INTEREST**

The Town seeks to work with firms that represent the consumers, not the suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after the award has been made, but which existed at the time of proposal submission, will be grounds for termination of any resulting contract.

**BIDDER LIST(plus posting on the town’s website):**

Chamberlain Plumbing and Heating	P.O Box 1267 Scarborough, Maine 04070 (207) 883-3300
Spark Applied Efficiency	29 Vincent Street #1 South Portland, Maine 04106 (207) 200-4685
Haley’s Metal Shop	539 Elm Street Biddeford, Maine 04005 (207) 284-8571
Mack Air Pro	7 Oak Hill Terrace Suite 215, Scarborough, Maine 04074 (207) 387-2700

