

**SCARBOROUGH  
MAINE**



# **REQUEST FOR PROPOSALS**

**292024**

**Air Handlers for Municipal Building**

## **Town of Scarborough**

P.O. Box 360

259 U.S. Route One

Scarborough, Maine 04070-0360

Released on January 25, 2024

Proposals Due on February 22, 2024

## Request for Proposals

### Instructions:

Sealed Proposals will be received in the Town Clerk's Office, Scarborough Town Hall, 259 US Route 1, Scarborough, Maine 04074 **until 10:00 am on February 22, 2024** from parties interested in providing a submittal package for the Air Handler in the Finance Office.

The 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: 292024  
Air Handlers for the Municipal Building  
259 US Route One  
PO BOX 360  
Scarborough, ME, 04070-0360

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.

### Contact Information:

For questions related to the RFP process:

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 Proposals shall be made in writing and must be received before the close of business two 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.

Prospective bidders are responsible for registering and attending the mandatory pre-bid meeting.

Background / Purpose:

The purpose of this RFP is to solicit proposals for the Replacement and Relocation of Air Handler Units # 7, 11 & 15 for Council Chamber B, Upper Hall & HR Department in the Municipal Building at 259 US Route One, Scarborough Maine.

## Scope of Work

Replace and relocate current air handling units and all associated duct work, piping and electrical wiring.

Control wiring will be completed by others.

### **MANDATORY PRE-BID MEETING**

A pre-bid meeting will be held at 9:00 am on Friday February 9th to give prospective bidders a chance to view the current AUH set up, gather information from the existing unit, view ductwork, pipe and wire configurations and to view the area the new unit is to be relocated to. Please register by sending an email to [kmorrison@scarboroughmaine.org](mailto:kmorrison@scarboroughmaine.org). **This pre-bid meeting is mandatory.**

Proposal Details:

Proposals must include:

- A detailed description of the work to be performed, as well as the labor and materials.
- Details including the quantities, brand, and model numbers or other specific information necessary to evaluate the quality of the materials and equipment to be used and the energy efficiency of the completed product.
- Provide the owner/management with color charts and samples for all supplied materials.
- Details of warranty coverage for materials used as well as installation and workmanship.
- A history of the vendor's firm and a list of references from previous customers of similar work.
- Details on when the vendor is available to start the work, as well as the length of time required to complete the project.
- Signed, dated and all contact information from an Officer of the Company.

Pricing:

Vendor shall provide detailed pricing including quantities and cost of materials and labor for

work proposed in the RFP. Pricing should include all costs returning the work site to the pre-work condition found.

The Town of Scarborough is exempt from Maine Sales Tax which should not be included in the proposal.

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.

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.

Payment for agreements for the undisputed purchase of goods or services provided to the Town, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later.

The Town of Scarborough is exempt from all Federal Excise Taxes.

The Town of Scarborough is exempt from all State of Maine Sales Taxes.

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 \$1,000,000.00 Workers Compensation \$1,000,000.00 Errors and Omissions \$1,000,000.00 Umbrella Coverage \$2,000,000.00

Bidder List (plus posting on the town's website):

<b>Honeywell</b>	<b>joshua.robins@honeywell.com</b>
<b>Aero Heating &amp; Ventilation</b>	<b>dphillips@aerohv.com</b>
<b>Titan Mechanical</b>	<b>sspencer@titanmech.com</b>