



**HUDSON SCHOOL DISTRICT**  
**REQUEST FOR PROPOSALS**  
**DISTRICT WIDE AIR CONDITIONING**

The Hudson School District invites vendors to submit a proposal to install an air conditioning system in three School District locations.

**Proposals are due (closing date) on or before 10:00 a.m. Monday May 20, 2019** at the office of the Business Administrator, Hudson School District, 20 Library Street, Hudson, NH 03051 with "DW Air Conditioning Proposal" clearly identified on the sealed envelope. Questions regarding the Request for Proposal process must be made to Karen Burnell, Business Administrator, at (603) 886-1258 between the hours of 8 a.m. and 3:30 p.m. Questions concerning the air conditioning specifications must be directed to John Pratte, Facilities Director, at (603) 883-7765 ext. 85018.

A **mandatory** pre-bid conference will be held at the SAU office, 20 Library Street, Hudson, NH 03051 on **Wednesday May 8<sup>th</sup>, 2019 at 10:00 A.M.** All meeting participants will sign in and meet in the main conference room.

The bid award may be awarded to multiple vendors by location, when all factors are considered and is deemed to be in the best interest of the Hudson School District. The District reserves the right to waive any informality and to accept or reject any, all or part of submitted quotes. The successful bidder must be able to provide all services listed in the Scope of Services in this RFP. It is anticipated that the successful proposal will be awarded by the Hudson School Board at its regularly scheduled meeting on **June 3, 2019**.

**Scope of Work:**

The bidder is responsible for determining the requirements based on square footage and use of the areas to be served. Mitsubishi is the preferred manufacturer of the School District. The successful bidder shall deliver and install air conditioning systems to the designated areas with the following specifications:

**Library Street School – Nurse's Office, Main Office & Principal's Office**

- **Installation**
  - Provide and install (3) wall mounted cooling only ductless split air handlers, one in the nurse's office, one in the principal's office & one in the main office
  - Provide and install (1) cooling only condensing unit located on the roof
  - Provide and install condenser stand

- Provide and install refrigeration piping from condensing unit to air handlers
- Provide and install condensate piping from air handler and follow refrigerant piping and dump outside on roof
- Provide craning of condenser onto roof
- Provide roof work for refrigeration piping
- Provide startup of system

### **Alvirne High School – Nurse’s Office**

- **Installation**

- Provide and install (2) wall mounted cooling only ductless split air handlers in the nurse’s office
- Provide and install (1) cooling only condensing unit located on the ground in the front of the building
- Provide and install condenser stand and plastic pad
- Provide and install refrigeration piping from condensing unit to air handlers
- Provide and install condensate piping from air handler and follow refrigerant piping and dump outside
- Provide startup of system

### **Nottingham West School – Library**

- **Installation**

- Provide and install (4) ceiling grid cassettes
- Provide duct work from ceiling cassettes to adjacent offices
- Provide and install (2) cooling only (4) ton condensing units located on the roof
- Provide and install condenser stands
- Provide and install refrigeration piping from condensing unit to air cassettes
- Provide and install condensate piping from cassettes and follow refrigerant piping and dump outside on roof
- Provide craning of condensers onto roof
- Provide roof work for refrigeration piping
- Provide startup of system

- **Exclusions / clarifications**

- Power and line voltage control wiring is to be installed by SAU staff
- Tying new air conditioning equipment into buildings control system is to be installed by SAU staff
- Work to be completed during normal working hours

All debris must be removed off school property by the successful bidder.

All work must be performed during non-school hours.

RSA XII 155:66 Prohibits smoking on public educational facilities at any time.

**The project must be completed no later than August 16, 2019.**

## **Proposal Presentation, Experience & Qualifications:**

**CONSIDERATION will be given to Submitter demonstrating capabilities, experience, and reputation in undertaking similar projects to those described in this RFP and providing complete and accurate documentation in response to all requirements of this RFP.**

- A. Provide an overview of your firm's capabilities and experience in performing the scope of work outlined herein.
- B. Provide the location of your firm's office along with a description outlining your staffing capabilities and proposed plan in handling on-going project guarantee support and warranty issues.
- C. Provide proof of insurance outlining your coverage for worker's compensation, employer's liability, and comprehensive general liability.
- D. Provide at least three references for projects of similar nature completed within the last three years.

## **Technical Approach**

- A. Describe the process that will be used to complete the requirements of this RFP. The description must include the products to be used.
- B. List the warranty that will be associated with the project.

# PRICE PROPOSAL FORM

Date: \_\_\_\_\_  
Submitter's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**CONTRACT IDENTIFICATION: District Wide Air Conditioning Proposal**

**THIS PROPOSAL IS SUBMITTED TO:**

Ms. Karen Burnell  
Business Administrator

**Hudson School District**  
20 Library Street  
Hudson, NH 03051

The undersigned Submitter proposes and agrees, if this Proposal is accepted, to enter into a Contract to perform all Work as specified or indicated for the prices and within the times indicated in this Proposal in accordance with the other terms and conditions of the Request for Proposal Documents.

The Submitter accepts all of the terms and conditions of the Request for Proposal Documents. The Proposal will remain subject to acceptance for ninety (90) days after the proposal opening, or for such longer period of time that Submitter may agree to in writing upon request of OWNER.

**Library Street School – Nurse's Office, Main Office & Principal's Office**

GUARANTEED MAXIMUM Price: (Amount in Words) \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ 100th Dollars

(Amount in Figures) \_\_\_\_\_

**PRICE PROPOSAL FORM**

**Date:** \_\_\_\_\_

**Submitter's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**CONTRACT IDENTIFICATION: District Wide Air Conditioning Proposal**

**Alvirne High School – Nurse's Office**

GUARANTEED MAXIMUM Price: (Amount in Words) \_\_\_\_\_

\_\_\_\_\_

and \_\_\_\_\_ 100th Dollars

(Amount in Figures) \_\_\_\_\_

**Nottingham West School – Library**

GUARANTEED MAXIMUM Price: (Amount in Words) \_\_\_\_\_

\_\_\_\_\_

and \_\_\_\_\_ 100th Dollars

(Amount in Figures) \_\_\_\_\_

This proposal has been submitted by:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone