

**PLAINFIELD PUBLIC SCHOOLS**



**Request for Proposals (RFP)**

**for**

**ASSESSMENT AND DESIGN SERVICES FOR HEATING, VENTILATION AND AIR  
CONDITIONING (HVAC) SYSTEMS  
RFP #2021-2**

**Return Sealed Proposals to:**

**Office of the Superintendent  
Plainfield Public Schools  
651 Norwich Road  
Plainfield, CT 06374  
(860) 564-6404**

**Deadline:**

**Monday November 23rd, 2021  
10:00 a.m.**

Legal Notice  
**Plainfield Board of Education**  
**Request for Proposals**  
**RFP #2021-2**  
**ASSESSMENT AND DESIGN SERVICES FOR HEATING, VENTILATION AND AIR**  
**CONDITIONING (HVAC) SYSTEMS**

The Plainfield Board of Education is requesting proposals for the assessment and design services for heating, ventilation and air conditioning (HVAC) systems. The documents comprising the Request for Proposals may be obtained on the Board's website at: <https://www.plainfieldschools.org>, or at the Plainfield Public School's Central office located at:

**Office of the Superintendent**  
**Plainfield Public Schools**  
**651 Norwich Road**  
**Plainfield, CT 06374**  
**(860) 564-6403**

between the hours of 8:00 a.m. and 4:00 p.m. on any regular workday. There is a mandatory pre-proposal meeting on Wednesday, November 10, 2021 10:00am at:

Plainfield High School  
105 Putnam Road  
Central Village, CT 06332

**COVID-19 Precaution**

Attendees will wear face masks and maintain social distancing for the duration of the pre-proposal meeting.

All sealed proposals CLEARLY MARKED **"ASSESSMENT AND DESIGN SERVICES FOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEMS"**

"must be received in the Office of the Superintendent of Schools on or before 10:00 a.m., November 23rd, 2021 at which time they will be opened publicly.

The Superintendent of Schools on behalf of the Plainfield Board of Education, as awarding authority, reserves the right to reject any and all bids in full or in part and to waive any informalities in bidding.

September 16, 2021  
Paul M. Brenton  
Superintendent of Schools

### *NON-DISCRIMINATION STATEMENT*

*The Plainfield Public Schools are committed to a policy of EQUAL OPPORTUNITY/AFFIRMATIVE ACTION for all qualified persons. The District does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the District's nondiscrimination policies should be directed to the Human Resource Director.*

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**I. Introduction:**

The Board of Education of the Town of Plainfield (the “Plainfield Public Schools” or “PPS”) is seeking proposals to **“ASSESSMENT AND DESIGN SERVICES FOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEMS”**  
located at: List all Building addresses

**II. Project Requirements:**

**A. Project Description**

Plainfield Board of Education (BOE) is looking for experienced engineering firms to assess the condition of the existing HVAC systems at the following six locations:

- I. Plainfield High School: 105 Putnam Road, Central Village, CT 06332
- II. Plainfield Central Middle School: 75 Canterbury Road, Plainfield, CT 06374
- III. Plainfield Memorial School : 95 Canterbury Road, Plainfield, CT 06374
- IV. Moosup Elementary School: 35 Church Street, Moosup, CT 06354
- V. Shephard Hill Elementary School 234 Shepard Hill Road, Plainfield, CT 06374
- VI. Plainfield Early Childhood Center. 651 Norwich Rd, Plainfield, CT 06374

**For Each Location:**

- a. The firm selected should do a thorough assessment of the existing HVAC system. It should determine whether or not it provides adequate heating and ventilation.
- b. All deficiencies shall be identified and be comprehensive in nature. This includes any repairs needed and maintenance required.
- c. The firm shall also make improvement recommendations. These must include the most appropriate way the building should be cooled, including modifying or replacing the existing equipment as an option.
- d. All recommendations shall also include installation costs, operation and maintenance cost, efficiency and system operational life.
- e. The consultant is encouraged to identify any additional work that is not specified in this scope of work.
- f. At a minimum, the firm selected should have prior experiences of similar projects for other school systems. Have had received approvals from the State of Connecticut Bureau of School Facilities (BSF).

## **2. QUALIFICATIONS**

- a. The firm must show they have the experience, personnel expertise and flexibility to complete the project.
- b. The qualification statement must contain a detailed list of qualified individuals who will be working on this project and a summary of their past experience of a similar undertaking.
- c. The qualification statement should contain a letter of interest, general information on the firm and any subcontractors. An organizational chart showing assignments for this project, the experience of the firm(s) and a resume of key personnel. The section on the firms experience must contain information of past work experience with municipal school systems. A list of prior similar school projects.
- d. A description of how the respondent will deal with each element of the project.
- e. A description of how this project will be scheduled with the time required for each item. This section should include a timeline of each stage and when they will be completed.

The project must be completed by December 17, 2021.

### **B. Work Conditions**

The contractor will perform work in such a manner that in no way will interfere with the functioning of the buildings or grounds for the students' use. A schedule of requested times shall be submitted and agreed upon by the district.

### **C. Warranty**

Workmanship will be warranted for 1-year after completion of project.

### **D. Closing date**

Proposals will be received until 10:00 am November 23rd 2021, at which time they will be publicly opened and read. All proposers are invited to attend this public opening, which will be held immediately following the closing time specified above at Plainfield Public Schools' Central Office building, 651 Norwich Road, Plainfield, CT 06374.

Any proposal may be withdrawn prior to the above-scheduled time for receiving proposals or authorized postponement thereof. Any proposals received after the date and time specified shall not be considered. No proposal submitted may be withdrawn, in whole or in part, after the closing date.

### **E. Timeline**

The Request for Proposal will be released on October 27th, 2021 on the district website and Connecticut State Department of Administrative Services website. The mandatory pre-proposal meeting will be held on Wednesday, November 10th, 2021 10:00am. Questions may be submitted by email until November 18th, 2021. All proposals are due to the Office of the

Superintendent by November 23rd, 2021. All responses will be date stamped when received. The project must be completed by December 17th, 2021.

**III. Instructions:**

All proposals shall include the completed Proposal Form indicating the legal name of the proposer, price proposal, and signature of a person or persons legally authorized to bind the Proposer. Proposers must be authorized to do business in the State of Connecticut. All required signatures shall be handwritten in ink with the full name of the person executing same.

All price proposals must remain firm for a period of 120 days from the closing date.

Questions may be submitted by email only to Ron Lussier, Business Manager and Director of Facilities @ [LussierR@plainfieldschools.org](mailto:LussierR@plainfieldschools.org) on or before November 18th, 2021. Answers will be posted via addenda on the Board's website at:

<http://plainfield.ss19.sharpschool.com/cms/One.aspx?portalId=283129&pageId=664480>

Each proposer is responsible for checking the Board's website to determine if the Board has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

Proposals are to be submitted in a sealed envelope and clearly marked:

**ASSESSMENT AND DESIGN SERVICES FOR HEATING, VENTILATION AND AIR  
CONDITIONING (HVAC) SYSTEMS**

All responses should be submitted to the attention of:

**Office of the Superintendent  
Plainfield Public Schools  
651 Norwich Road  
Plainfield, Connecticut 06374**

***Submissions are due by 10:00 a.m. on November 23rd, 2021***

#### **IV. Conditions:**

**A. Bid Surety**

A surety is not required.

**B. Form W-9**

The successful proposer must provide a completed Form W-9 prior to execution of a contract.

**C. Payment**

Final payment will be made upon the acceptance of the completed work by an authorized representative of Plainfield Public Schools. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Business Office upon completion of the project.

**D. Taxes**

Plainfield Public Schools is exempt from all State and Federal taxes. Do not include these amounts in your proposal.

**E. Addenda**

All addenda will be posted on the school website, <https://Plainfieldschools.org.finalsite.com/departments/business-office/bids-rfps>. It is the responsibility of the proposer to check the website for any addenda before submitting their proposal.

**F. F.O.B. Destination**

All prices quoted must be net delivered to destination.

**G. Conflict of Interest**

No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

**H. Insurance Requirements**

1. General Liability: Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. Plainfield Public Schools shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, and CG 20 37. <sup>[SEP]</sup>
2. Automobile Liability: Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

3. Workers' Compensation: The proposer must have workers' compensation and employer's liability insurance as required by Connecticut and federal law, plus employer's liability limits of \$1,000,000 per accident, \$1,000,000 disease each employee and \$1,000,000 disease policy limit.
4. Umbrella Liability: The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming Plainfield Public Schools as additional insured.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file an Insurance Certificate within (2) weeks of the date of notification of award. Failure or neglect to do so may be considered by Plainfield Public Schools as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding PPS as Additional Insured must be in the Plainfield Public Schools' possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish Plainfield Public Schools with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Plainfield Public Schools, its officers, agents, employees, and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in Connecticut.

#### I. Reservations

Plainfield Public Schools may consider informal any proposal not prepared and submitted to Plainfield Public Schools in accordance with the provisions herein stated. Plainfield Public Schools reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of Plainfield Public Schools.



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**PROPOSAL FORM**

Proposer's Full Legal Name: \_\_\_\_\_

Pursuant to and in full compliance with the Request for Proposals, the undersigned Proposer, having visited the site or property if applicable, and having thoroughly examined the Request for Proposals, including any addenda, hereby offers and agrees as follows:

**ASSESSMENT AND DESIGN SERVICES FOR HEATING, VENTILATION AND AIR**  
**CONDITIONING (HVAC) SYSTEMS**

To provide the products and/or services specified in, and upon the terms and conditions of, the RFP for the total sum of

\_\_\_\_\_/100 Dollars (write  
out in words) (\$\_\_\_\_\_).

BY: \_\_\_\_\_  
(Print Name)

TITLE: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

DATE: \_\_\_\_\_