

**Village of Pewaukee
Request for Proposal
HVAC Replacement
Village Hall, Police Department and Police Garage**

The Village of Pewaukee, 235 Hickory Street, Pewaukee, WI 53072, is seeking sealed bids for HVAC replacement at the Village Hall, Village Police Department (located at the same address as the Village Hall) and the Village Police Garage located at 119 Hickory Street. All bids should include all costs to remove current equipment, disposing of same, purchase, storage, installation, and testing of new HVAC equipment. Bid specifications and quantities are attached in this request. If bidding an equal alternative, please state all relevant data for comparison.

A vendor walk through is scheduled for May 8, 2024 at 1PM. Vendors attending will meet in the lobby of the Village Hall. All sealed bids must be in the possession of the Pewaukee Village Clerk no later than 4:00 p.m. CST, May 23, 2024. No bids will be accepted after this date and time.

BIDDERS PROOF OF RESPONSIBILITY: Each prime Contractor submitting a bid shall have on file a Bidders Proof of Responsibility Statement with the Village Clerk not less than 5 days before the date and time set for the Bid Opening, pursuant to Wis. Stat. sec. 66.0901(2). No bid shall be received from any person who has not timely submitted a Bidders Proof of Responsibility Statement.

BID SECURITY: Bid security in the amount of not less than 5% of the bidder's maximum bid price and in the form of a bid bond or certified check (payable to the Village of Pewaukee) is required with the bid.

BIDDERS CERTIFICATE: Anyone submitting a bid shall incorporate and make part of their proposal a sworn statement by the bidder, or an individual authorized by the bidder, that the bidder or authorized person has examined and carefully prepared the proposal from the plans and specifications and has checked the same in detail before submitting the proposal or bid to the municipality, pursuant to Wis. Stat. secs. 66.09091(7).

The Village of Pewaukee reserves the right to reject any and all bids, the right to disregard all nonconforming, non-responsive, incompetent, unbalanced, or conditional bids, and the right not accept the lowest bid and/or any of the bids submitted for this project. If you have any questions regarding this bid request, please contact Village Administrator Scott Gosse at 262-691-5660 or sgosse@villageofpewaukee.wi.gov during the hours of 8AM – 4:00PM.

Specifications

1. HVAC types and quantities are listed on bid form. Contractor shall confirm locations on walk-through.
2. Crane fees, if any, shall be included in the total bid price.
3. Remove current equipment and dispose of same. Purchase and provide new replacement equipment. Provide storage, installation, and testing of new equipment.
4. Provide all necessary equipment, hardware, adaptors, and any other materials necessary for a complete and quality installation.
5. Test and commission all HVAC equipment to ensure that they work in accordance with manufacturer specifications.
6. Warrant all labor and materials for period of 1 year from date of project acceptance. Any defective equipment, parts, and fixtures are to be replaced.

Insurance Coverage Requirements
Minimum Scope and Limits

1. Contractors Errors & Omissions Liability coverage, with a minimum of \$1,000,000 per occurrence, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project.
2. Commercial General Liability with limits of no less than the following:
 - a. General aggregate limit (other than Products-Completed Operations) per project \$2,000,000
 - b. Products-Completed Operations aggregate per project \$1,000,000
 - c. Personal and Advertising Injury Limit \$1,000,000
 - d. Each Occurrence Limit \$1,000,000
3. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1 – Any Auto basis.
4. Workers’ Compensation as required by the State of Wisconsin, and Employers Liability Insurance with sufficient Employers Liability limits to meet underlying Umbrella Liability insurance requirements.
5. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000.
6. Municipality, its officers and employees shall be added to Commercial General and Umbrella Liability policies as additional insureds on a primary and non-contributory basis.
7. Any subcontractors use by contractor shall at a minimum meet requirements 2 – 6 above.

References

Reference 1

Project Name:
Project Type:
Completion Date:

Reference Contact Name:
Contact E-mail:

Reference 2

Project Name:
Project Type:
Completion Date:

Reference Contact Name:
Contact E-mail:

Reference 3

Project Name:
Project Type:
Completion Date:

Reference Contact Name:
Contact E-mail:

Bid Certification

By submitting this proposal, the potential contractor certifies the following:

1. This proposal is signed by an authorized representative of the firm.
2. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and are included in the proposed cost.
3. The labor costs, direct and indirect, have been determined and are included in the proposed cost.
4. Work outlined in the RFP will be completed no later than December 30, 2024. Hours for work related to this RFP shall be 8AM – 4PM Monday – Friday.
5. The potential contractor has read and understands the conditions set forth in this RFP, and agrees to them with no exceptions.
6. Contractor will be responsible to lead and complete the Focus on Energy rebates or incentives if available on behalf of the Village of Pewaukee, if available.
7. Contractor is required to ensure that the equipment and installation meet or exceed current State of Wisconsin Building Code and minimum Department of Energy Efficiency Ratings.
8. Contractor is responsible for integration of the new HVAC Equipment with existing Building Automation System.
9. No proposal may be withdrawn for a period of sixty (60) days after the proposal due date.
10. The Village will not be responsible for any costs incurred by a responder, or parties they represent, in preparing, delivering or presenting responses for this RFP.
11. Contractor shall complete its own survey and validation of the quantities listed on bid form. Bid price is for installed final working HVAC Units.
12. The undersigned has examined and carefully prepared the proposal from the plans and specifications and has checked the same in detail before submitting the proposal or bid to the municipality

Therefore, in compliance with this Request for Proposal, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 60 days from the date of the opening, to furnish the subject services.

Vendor: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

EMAIL Address _____

Federal Employer Identification Number: _____

Signature: _____ Title: _____

Typed Name: _____ Date: _____

Pewaukee Village Hall Bid Specs 3-14-2024

Contractor:
 email address:
 Main Contact:

Date:
 Phone:

Item	Type	Count	Specify Equipment Manufacturer	Current Lead Time
1	Roof top unit 4-ton	1		
2	Roof top unit 5-ton	1		
3	Roof top unit 7.5-ton	1		
4	80,000 btu Furnace with 3-ton air conditioner on the roof	1		
5	60,000 btu Furnace with 4-ton air conditioner on the roof	1		
6	60,000 btu Furnace with 3.5-ton air conditioner on the roof	1		
7	80,000 btu Furnace with 4-ton Air Conditioner on the ground	2		
8	Gas Furnace 100,000 btu Downflow Furnace	1		
9	Mini-split Unit	1		
10	Cool only Mini split Unit	1		
11	Unit Heater Garage Unit 165,000 btu	1		
12	Unit Heater Garage Unit 250,000 btu with Fresh Air Louvers	1		
			Lump Sum Bid Items 1 – 8	_____
			Lump Sum Bid Items 9 & 10	_____
			Lump Sum Bid Items 11 & 12	_____
			Total Bid Price	_____

Please note installation date if not able to install by 12/30/2024: _____

Notes:

Lifts/crane fees should be included in the total price: