City of Derby, Connecticut

Request for Proposal (RFP)

HVAC Upgrade for City of Derby Hotchkiss Hose Fire House

Bid Start Date: March 18, 2026

Bid End Date: April 20, 2026

Submittal Info: All submissions shall be made through the city's secure bid website www.derbyct.gov/bids

Scope of Work

Basis of Design – HVAC System

The HVAC system specified herein is based on a **Mitsubishi City Multi VRF heat pump system** as the **Basis of Design**.

Contractors may propose **equivalent VRF or multi-zone heat pump systems** from other manufacturers (e.g., Daikin, Trane, Carrier), provided the proposed system:

- Meets or exceeds the performance, capacity, efficiency, and control requirements described herein
- Is fully compatible with the existing building conditions
- Is eligible for all applicable **EnergizeCT heat pump incentives**
- Is installed as a complete manufacturer-approved system (No mixing of major components across manufacturers)

Any proposed substitution must be clearly identified and accompanied by technical cut sheets and a written equivalency narrative.

- Remove existing 10-ton Split AC and ductwork for meeting room, 5-ton furnace/AC for Chiefs Office/Training, and 4-ton Split AC for Day Room.
- Furnish and install 20 Ton Mitsubishi City Multi Heat Pump outdoor unit on 24" quick-stand.
- Furnish and install 4) 30Mbtu 3x3 cassette indoor units for meeting room.
- Furnish and install 1) 54Mbtu multi position air handler with 15KW electric backup heat strips for Chiefs/Training.
- Furnish and install 1) 48Mbtu multi position air handler for Day Room.
- Furnish and install 3) PAR 40 controllers, 1 for each zone.

- Retain duct mounted hot water coil for day room, interlock with CN24 Relay.
- Furnish and install 300 CFM ERV for meeting room. Tie air handlers into existing fresh air.
- Include all electrical, piping, drains, ductwork tie-ins, insulation, and commissioning.
- Include new concrete pad for outdoor unit.
- Installing contractor must be enrolled in the EnergizeCT Heat Pump Installer Network and eligible to submit incentive applications for the proposed equipment.
- Contractor shall apply applicable EnergizeCT incentives, reflect the estimated incentive as a line-item credit, and accept incentive payment directly from EnergizeCT.
- Remove all components included within existing system including electrical wiring, thermostat wiring and air duct banks.
- This project is subject to Connecticut prevailing wage requirements unless otherwise required by law or funding source.

Commissioning and Close-Out, the contractor shall provide:

• Manufacturer start-up documentation
• Commissioning reports
• As-built drawings
• Control sequences
• Training for City staff
• Warranty documentation
• EnergizeCT incentive confirmation

Final Payment shall be contingent upon receipt of all close-out documentation

Substitutions

Proposed substitutions to the Basis of Design must be submitted with the bid and shall include:

- Manufacturer and model numbers
- Technical specifications demonstrating equivalency
- Confirmation of EnergizeCT eligibility

The City reserves the right to accept or reject substitutions at its sole discretion.

Vendor Requirements

- Demonstrated experience with HVAC installations of similar scope.
- Licensed and insured to perform work in Connecticut.
- Provide at least three references for comparable projects.
- Submit detailed project schedule and staffing plan.
- Conflict of Interest Statement & Supporting Documentation – Proposer shall disclose any professional or personal financial interests which could be a possible conflict of interest in representing the City of Derby.
- The successful bidder shall be required to furnish a Performance Bond and a Labor and Material Payment Bond, each in an amount equal to one hundred percent (100%) of the contract price. The cost of all required bonds shall be included in the bidder's proposal price. No additional compensation will be allowed for bond premiums.

A **mandatory pre-bid site walkthrough** will be held as follows:

- **Date:** April 9
  Time: 10-12
  Location: Hotchkiss Hose Fire House, 200 David Humphreys Road, Derby, CT
- Attendance by at least one authorized representative of the bidder is **required**. Failure to attend the walkthrough will result in the bid being deemed **non-responsive**.
- The purpose of the walkthrough is to familiarize bidders with existing site conditions, roof access, staging limitations, safety considerations, and existing building features that may impact the work.
- **No pricing, design changes, or scope modifications** will be discussed during the walkthrough.
- All questions arising from the walkthrough must be submitted in writing in accordance with the **Questions and Addenda** section of this RFP. Responses, if any, will be issued by formal addendum and distributed to all bidders.

Proposal Submission Instructions

Proposals must be submitted electronically in PDF format on the City's website at www.derbyct.gov/bids. Additional information can be obtained from Brian Hall, Finance Director, 1 Elizabeth Street, Derby CT 06418, 203-736-1453, or bhall@derbyct.gov.

Include itemized pricing for equipment, controls, labor, and any additional costs.

Evaluation Criteria

- Compliance with technical specifications and scope of work.
- Total cost.
- Vendor qualifications and references.
- Proposed timeline for completion.

Terms & Conditions

The City of Derby reserves the right to reject any or all proposals, waive informalities, and award the contract deemed in the best interest of the City. Work must comply with all applicable codes and regulations. Payment terms and warranty conditions shall be clearly stated in the proposal. All costs incurred in the preparation of the proposal are the responsibility of the proposer. The selected contractor will be required to enter a contract with the City of Derby.