City of Derby, Connecticut

Request for Proposal (RFP)

HVAC Upgrade for City of Derby Public Library

Bid Start Date: March 23, 2026

Bid End Date: April 20, 2026

Request for Information Deadline: April 13, 2026

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

Project Overview

The City of Derby Public Library seeks proposals from qualified contractors to provide HVAC system upgrades. The project includes replacing six air handlers and six condensers with standard-efficiency units and installing a building automation system for temperature, humidity control, and scheduling.

General Scope of Work

The Contractor shall provide a complete, fully operational, and code-compliant HVAC system. The Base Bid shall include all labor, materials, equipment, services, supervision, coordination, permits, and incidental work required for a turnkey installation, whether or not each item is explicitly listed.

The Scope of Work includes, but is not limited to:

- Removal and legal disposal of all existing HVAC equipment, refrigerant, controls, valves, dampers, and associated materials
- Rigging, hoisting, crane services, and material handling
- New refrigerant piping compliant with current A2L refrigerant regulations
- All ductwork modifications, transitions, plenums, and reconnections
- All hot water piping, valves, balancing valves, flushing, and insulation
- All required electrical work including disconnects, feeders, grounding, and control power
- Cutting, patching, and restoration of walls, ceilings, and finishes
- System startup, commissioning, owner training, warranties, and closeout documentation

Labor, Wage & Regulatory Compliance

This project is subject to all applicable federal, state, and local labor and employment laws and regulations.

Prevailing Wage:

This project is subject to the Connecticut Prevailing Wage Statutes. All contractors and subcontractors shall comply with applicable wage determinations, certified payroll requirements, and reporting obligations for the duration of the project.

CHRO / Equal Employment Opportunity:

This project is **not subject** to Connecticut Commission on Human Rights and Opportunities (CHRO) affirmative action requirements. Contractors shall nevertheless comply with all applicable state and federal equal employment opportunity and non-discrimination laws.

Controls, Testing, and Commissioning

Testing, Adjusting, and Balancing (TAB) shall be performed by an independent qualified agency and shall include BOTH air-side and water-side systems, including hydronic piping, coils, pumps, and control valves. Final TAB reports are required as a condition of final acceptance.

Owner Options

The following options shall be priced separately and shall include all labor, materials, coordination, testing, and commissioning required for complete and operational systems.

Humidity Control

Provide a complete humidity control system capable of maintaining interior relative humidity between 30% and 50% year-round. Scope shall include humidification and dehumidification equipment as required, sensors, BAS integration, piping, wiring, drains, commissioning, and documentation.

Fire Alarm Interface

The Contractor shall provide a complete and coordinated interface between all HVAC systems and the building fire alarm system, including equipment shutdown sequences, damper operation, required relays and modules, control wiring, programming, and documentation. The Contractor shall coordinate all work with the fire alarm contractor, participate in integrated testing, and support final inspection and acceptance by the Authority Having Jurisdiction (AHJ). All work shall comply with applicable codes and fire

marshal requirements. No additional cost shall be charged for required coordination or testing.

Temporary Heating/Cooling

Temporary heating and cooling systems are expressly excluded from this project. The city acknowledges that the facility has operated without functional HVAC systems for an extended period and that construction is anticipated to commence during late spring and summer months. The work will not materially reduce existing environmental conditions. The Contractor shall plan work sequencing accordingly and shall not rely on temporary heating or cooling systems.
In the event of extreme heat conditions presenting a health or safety concern, the Contractor shall coordinate work activities, sequencing, or temporary operational adjustments with the city. Any temporary measures beyond normal jobsite practices shall require written authorization by the city.

Equipment Specifications:

Air-Cooled Condensing Units

Provide **air-cooled split-system condensing units manufactured by Trane**, suitable for light-commercial continuous-duty operation.

Requirements:

- Manufacturer: **Trane**
- Type: Split-system cooling only condenser
- Capacity: As indicated per unit (nominal **4-ton to 15-ton**)
- Efficiency: **Minimum SEER 13**
- Refrigerant: **R-454B (A2L)**
- Compressors: **Single-stage scroll (or equivalent Trane standard)**
- Electrical: 208/230V single-phase or three-phase as required
- Listings: UL-listed, AHRI-rated
- Sound performance suitable for library/public occupancy

Indoor Air Handling Units

Provide **Magic-Aire air handling units** complete with DX cooling coils and hot-water heating coils.

Requirements:

- Manufacturer: **Magic-Aire**
- Configuration: Vertical or horizontal as required by installation conditions
- Cooling: DX coils matched to Trane condensers
- Heating: Hot-water heating coils sized to match existing BTU output
- Fans: ECM or equivalent high-efficiency constant-volume motors
- Cabinet: Insulated cabinet with accessible service panels
- Filters: Minimum 1″ replaceable filters
- Drain pan: Non-corrosive, double-sloped

Units shall be factory-configured for use with **R-454B refrigerant**.

Controls / Integration

Provide a **web-accessible HVAC control system** capable of controlling and monitoring:

- AHUs
- Condensing units
- Hot water coils and 3-way valves
- Integration with the existing hot water boiler system
- Provide controls operation training to Library Staff/ owner's representative

Licensing, Insurance, and Bonding Requirements

The selected Contractor shall be properly licensed and insured to perform HVAC work in the State of Connecticut and shall provide proof of such licensing and insurance upon request.
The selected Contractor shall furnish a Performance and Payment Bond, each in the amount of 100% of the total contract value, issued by a surety licensed to do business in the State of Connecticut, within ten (10) days from Notice of Award, and prior to execution of the contract.

Failure to provide required bonds, licenses, or insurance shall constitute grounds for rejection of the proposal or termination of contract award.

Vendor Requirements

- Demonstrated experience with HVAC installations of similar scope.
- Provide at least 3 references for comparable projects
- Submit a detailed project schedule and staffing plan including any sub-contractors if applicable

- **Each proposal shall be accompanied by a bid bond** in the amount of 10% of the proposed amount as required by the **City of Derby Charter**, issued by a surety licensed to do business in the State of Connecticut
- Include itemized pricing for equipment, controls, labor, and any additional costs
- 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.
- **Tax Exemption**: The City of Derby is tax exempt. A tax-exempt certificate will be provided upon request. Bids shall **exclude** CT sales/use tax.

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

- **Date: April 7th**
  Time: 10:00 am to 12 pm
  Location: Derby Public Library, 313 Elizabeth Street, 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.

Price Validity

All prices submitted in response to this RFP shall remain firm and valid for a minimum period of **ninety (90) calendar days** from the date of bid opening. No escalation, fuel surcharge, material increase, or labor cost adjustment shall be permitted during this period.

Evaluation Criteria

- Total cost
- Compliance with technical specifications and scope of work
- 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.

Payment Structure
Payments under this contract shall be made in accordance with the following schedule, subject to approval by the City and compliance with all contract requirements:

1. Mobilization / Equipment Deposit – 20%
The Contractor may invoice up to **twenty percent (20%)** of the total contract price upon execution of the contract, submission of all required insurance certificates, performance and payment bonds, approved project schedule, and confirmation that major HVAC equipment has been released for manufacture or delivery.

2. Progress Payments – 60%
Up to **sixty percent (60%)** of the total contract price shall be paid through **monthly progress payments**, based on the percentage of work satisfactorily completed as determined by the City.

Applications for payment shall be supported by a detailed schedule of values and any documentation reasonably requested by the City. Submission of an application for payment does not guarantee approval.

3. Final Payment / Retainage – 20%
The remaining **twenty percent (20%)** of the total contract price shall be withheld until **final completion and acceptance** of the work by the City.