

## **REQUEST FOR PROPOSAL TOWN OF MORRIS, CT.**

DESIGN AND INSTALLATION OF DUCTLESS HEAT PUMP MINI SPLIT SYSTEM. The TOWN OF MORRIS (Town) is requesting proposals from experienced contractors (Contractor) to design and install a ductless heat pump mini split system in the **Meeting Room at the Morris Fire House, 15 South St. Morris, CT.**

The purpose of this project is to provide heating and cooling, improve energy efficiency, reduce noise, and improve occupant comfort and air quality.

Prior to beginning any work, the Contractor shall obtain Insurance Coverage. The certificate of insurance coverage shall be documented on forms acceptable to the Town. The Town shall be additional named insured on the Contractors insurance. The Contractor is responsible to verify that: 1. All subcontractors, agents or workers meet the minimum coverages and limits plus maintain current certificates of coverage for all subcontractors, agents and workers 2. All work activities related to the agreement shall meet minimum coverages and limits 3. Minimum coverages are: - Workmen's Compensation - \$100,000.00 - General Liability with limits of \$500,000 bodily injury - Property Damage Liability with limits of \$100,000 - Automobile Liability Bodily Injury Policy with combined limits bodily injury and property damage of \$600,000. No warranty is made that coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractors operations. These are solely minimums that have been developed and must be met to protect the interests of the Town.

All proposals become the property of the Town upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposer. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this request for proposal in part or in its entirety if it is in the best interests of the Town. This solicitation of proposal in no way obligates the Town to award a contract. The Town of Morris considers illness and injury prevention of primary importance in all phases of its operations and administration. It is the objective of the Town to provide a safe and healthful environment for all its workers and guests. For this reason, the Town insists upon strict compliance with OSHA safety standards and environmental regulations. All consultants/contractors/vendors must be in compliance with all applicable laws and regulations including proper use of personal protective devices, trench protection, lockout/tagout procedures, confined space entry, and scaffolding

assembly. Contractors shall erect and maintain all necessary safeguards for such safety and protection. If the Town observes any situations which are in violation of this requirement, the Contractor will correct the violation immediately at their own expense. Work may not continue until the violation is corrected. If the Town observes repeated violations, the Town will consider this a breach of contract and may terminate the contract between the Town and the Contractor without liability. The Contractor will be paid for work completed, and the Contractor will be responsible for paying any fines incurred by the Town because of the actions of the Contractor. All questions related to this request shall be directed to Tom Weik, 860-567-7431. Proposals may be submitted by email at [selectmen@townofmorrisct.com](mailto:selectmen@townofmorrisct.com), mailed or delivered to Town of Morris, PO Box 66, 3 East St, Morris, CT 06763. Submittal Deadline: 12:00PM, June 16, 2023. Proposals received after this deadline will not be accepted.

**SCOPE OF WORK:** The Town of Morris is requesting proposals from experienced contractors to design and install a ductless heat pump mini split system in the Town of Morris Fire House Meeting Room. The main purpose of this project is to provide heating and cooling to the room with an emphasis on noise reduction and energy efficiency. The proposal will be a complete system design, including but not limited to thermostats, controls, etc. and will include all labor, equipment, materials and incidentals to complete the job. The project shall be completed by July 30, 2023. The work will be performed during normal business hours unless otherwise authorized by the First Selectman. Contractors are strongly encouraged to schedule a site visit to see and measure the area for themselves. Failure to do so will not relieve proposer of any responsibilities of this contract or submitting a fair and accurate proposal. Pricing should detail any and all rebates included. A copy of all equipment specifications shall accompany the proposal documents, along with detailed warranty information.

To schedule a site visit, call 860-567-7431 or email [1stselectman@townofmorrisct.com](mailto:1stselectman@townofmorrisct.com)