



**TOWN OF MANSFIELD
Facilities Management Department
Request For Proposal (RFP)**

HVAC Replacement for Town Hall Vault

Submission Deadline:

2:00 p.m., Tuesday, April 3, 2018

Submission Contact and Address:

Office of the Director of Finance
Finance Department
4 South Eagleville Road
Mansfield, Connecticut 06268

www.mansfieldct.gov

Background:

The facilities of the Town of Mansfield are located east of Hartford in Mansfield, Connecticut. The Town takes care of four school buildings, grades pre-Kindergarten to eighth. Additional facilities the department maintains include Mansfield Daycare, Mansfield Community Center, Senior/Wellness Center, Mansfield Library, Maintenance Shop, Town Hall, Public Works Complex, Animal Control Facility, Three Small Park Buildings, Historical Society, Old Eagleville School House, and Three Fire Stations.

The Facilities Management Department has been maintaining these buildings drawing funds from the operating budget and also making capital improvements as needed.

Overview:

The Facilities Management Department is requesting a proposal from HVAC professionals experienced in removal and installation of complete control air systems for record vaults. Pursuant to Connecticut General Statutes, municipal vaults must be constructed and maintained in accordance with the Standard for Fire-Resistive Vaults and Safes, Section 11-8-1 through Section 11-8-12. These sections are included at the end of the Request for Proposal. Proposers should also review the **NFPA Code 232, Standard for the Protection of Records (2017 edition)**, as a resource and reference document. The selected vendor will need to submit and cover fees for any required permits to complete the work. The selected vendor will work with the Facilities Management Department and Town Clerk's Office personnel.

Scope of Work:

The selected vendor will be expected to:

1. Remove all old HVAC equipment leaving the existing duct work.
2. Dispose of all waste material.
3. Install a new split or packaged unit that will control humidity, dehumidification, heating, air conditioning and proper ventilation.
4. The unit needs to maintain a constant temperature in the range of 68 to 72 degrees year round as well as a constant humidity in the range of 40 to 60 percent relative humidity.
5. Looking to include appropriate measures to keep humidity in the vault.
6. The equipment needs to be designed for low outside ambient temperatures down to negative ten degrees.
7. Equipment must connect to the existing duct work system.
8. Prior to the beginning of the project, the contractor must submit plans and a certification letter and obtain written approval from the Connecticut State Library Office of the Public Records Administrator. The certification letter must include information regarding the system and the installation plans stating "the plans meet or exceed the requirements of the Standard for Fire-Resistive Vaults and Safes, Connecticut Agencies Regulations Section 11-8-1 through 11-8-12." The protection of the vault records during the project must also be addressed in this letter.
9. It is recommended to review **NFPA Code 232, Standard for the Protection of Records (2017 edition)**, as a resource and reference document (available upon request). It is recommended to review the Standard for Fire-Resistive Vaults and Safes (Effective October 28, 1969) which is included in Appendix A.
10. Upon completion of the project, the contractor must submit a second certification letter stating that "the completed installation meets or exceeds the requirements of the Standards for Fire-Resistive Vaults and Safes, Connecticut Agencies Regulations Section 11-8-1 through 11-8-12." Final vault approval will be issued by the Connecticut State Library Office of the Public Records Administrator based on reviews and certifications. The system must also pass local building department inspection.
11. **All work must be completed by May 21, 2018.**

SUBMISSION REQUIREMENTS

Submission Due Date:

Qualifications and proposals will be accepted at the Finance Office, 4 South Eagleville Road, Mansfield, CT 06268, until Tuesday, April 3, 2018, 2:00pm. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

Pre-bid Walk-Through:

Attendance at a pre-bid walk-through is highly recommended to review the project scope, site, and conditions as well as any questions and answers regarding the project. The Pre-bid Walk-through will be held on an as-call basis. You will need to call the Facilities Management Office at 860-429-3331 to arrange an appointment.

Directions for Submissions:

Interested companies are required to submit one (1) original hard copy with two (2) additional hard copies or one (1) hard copy with an electronic (PDF) copy. Hard copies are to be delivered to the Finance Office at the address listed on cover.

Those companies applying must be licensed, certified or have a proven record to perform the work, and provide evidence of experience in HVAC replacement for vaults following State Regulations and cost estimation of similar projects in the Northeast region of the United States. Submissions must include the following sections:

- Letter of Transmittal
- Qualifications Statement (include brief history of firm, credentials, etc.)
- Scope of Services
- Specialized Expertise
- Similar Projects/References
- Schedule of Fees
- A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve.

Proposal:

The proposal shall be a lump sum cost for the services to be provided based on the scope of services herein, as well as all labor, equipment, and materials required for the work. Please provide the lump sum cost on the attached bid form.

Insurance Requirements

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any non-standard exclusions is required for all required coverages.

The coverage indicated below at *not less than* the specified limits are required for this project (agreement):

- A. Comprehensive General Liability coverage naming the TOWN OF MANSFIELD as additional insured, written on an occurrence basis: \$500,000 per occurrence, \$1,000,000 aggregate
- B. Automobile Liability coverage, including coverage for owned, non-owned, or hired autos: \$1,000,000 per accident-combined single limit
- C. Workers' Compensation Coverage, (as per Connecticut law and custom) and employer's liability coverage \$100,000 (each accident) /\$500,000 (Disease, each employee) /\$100,000 (Disease, policy limit) limits or "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.

The required insurance form shall be certified by a duly authorized representative of the insurer(s) and incorporated into and made a part of this agreement. Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted with the bid on file with the Town prior to commencement of this project (agreement).

Insurance as required by the Town of Mansfield shall be furnished by the Contractor to the Town. The Town of Mansfield shall be listed as "additional insured" by name on all insurance certifications. Failure of the Contractor to maintain all required insurance in accordance with the Contract shall constitute a material breach of the Contract and shall subject the Contractor the Town's withholding liquidated damages from the Contractor in the amount of five percent (5%) of the total Contract price, as it may be amended by construction orders, subject to the continued commercial availability of such coverage.

The Contractor shall not commence work under this contract until he has obtained all the insurance required above of the Information for Bidders attached hereto and such insurance has been approved by the Town. The Contractor shall furnish the Town with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies. Such certificates shall also contain substantially the following statements: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Town." The Town of Mansfield shall be listed as "additional insured" by name on all such insurance certifications.

Contract:

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Town and the offer submitted by the Contractor in response to the request for bid. The offer shall substantially conform to the terms, conditions, specifications, and other requirements set forth within the text of the request for bid. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial nonconformity in the offer, as determined by the Town Director of Finance, shall be deemed nonresponsive and the offer rejected.

Such contract shall contain the entire agreement between the Town and the Contractor relating to this requirement and shall prevail over any and all previous Agreements, contract, proposals, negotiations, purchase orders or master Agreements in any form.

Bid Form

The undersigned proposes to furnish all labor, equipment, and materials required for the HVAC Replacement for the Town Hall Vault for the Town of Mansfield in accordance with the accompanying scope of work, for the contact price specified below.

This bid includes Addenda numbered _____

The proposed total lump sum cost for the HVAC Replacement for the Town Hall Vault is:

_____ \$ _____
(Written Words) (Figures)

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Date _____

(Signed name of bidder)

Corporate Seal _____

(Printed name of bidder)

(Title)

(Company name)

(Address)

(City, State, Zip Code)

(Phone)

Evaluation Criteria & Right to Reject:

The Facilities Management Department may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the Facilities Management Department will be guided by what it deemed to be in the best interest of the town at the time of selection. The Facilities Management Department also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the town. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects by location and projected completion work dates. Jobs may be awarded as a package or broken down by location based on best value for the Town of Mansfield. All work must be completed by May 21, 2018.

Responses will be reviewed and evaluated by the Facilities Management Department and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

- Qualifications and required licensing or certification for stated work
- Minimum Liability Insurance for stated work
- Ability of professional personnel
- Past record and experience
- Willingness to meet time requirements (Prior to May 21, 2018)
- Location
- Workload of the firm
- Technical experience of the company
- Responsiveness in clear understanding of the work to be performed
- Strength of client recommendations
- Attendance at Pre-Bid Walk-Through
- Local (City, County, Regional) Experience

Additional Information:

Additional information may be obtained by contacting:

Allen N. Corson, Director
Facilities Management Department
Phone: 860-429-3326 or
Email: corsonan@mansfieldct.org

APPENDIX A

STANDARD FOR FIRE-RESISTIVE VAULTS AND SAFES
(EFFECTIVE OCTOBER 28, 1969)

This document was prepared by the Connecticut State Library and is provided for the convenience of the reader. This is not the official version of the regulations. The official regulations are published by the State of Connecticut, Judicial Branch, Commission on Official Legal Publications, in the Connecticut Law Journal. In the event there is inconsistency between this document and the regulations published in the Connecticut Law Journal on October 28, 1969, the Connecticut Law Journal publication will serve as the official version.

Regulations of Connecticut State Agencies

Standard for Fire-Resistive Vaults and Safes

(Effective October 28, 1969)

Sec. 11-8-1. Definitions

The following terms, when used in sections 11-8-1 to 11-8-12, inclusive, have the following meanings:

(a) "Approved" as applied to a material or piece of equipment, means one which has been tested and is listed by Underwriters' Laboratories, Inc., or any other nationally recognized testing laboratory.

(b) "Fire-resistive building" means a building whose structural members are of noncombustible material throughout and which can withstand a fire completely consuming combustible contents, trim and floor surfacing on any floor without collapse.

(c) "Nonfire-resistive building" means a building whose structural members, including floors and roof, cannot withstand a fire completely consuming combustible contents, trim and floor surfacing without collapse.

(d) "Vault" means a completely fire-resistive enclosure so equipped, maintained and supervised as to minimize the possibility of origin of fire within and to prevent entrance of fire from without.

(e) "Ground-supported vault" means one which is supported by the ground up and which is structurally independent of the building in which it is located.

(f) "Structure-supported vault" means one which is supported by the framework of a fire-resistive building and which may be situated independently on any floor of such building.

(g) The term "vault door," as used in sections 11-8-1 to 11-8-12, inclusive, designates and is limited to vault door units approved and labeled as such by Underwriters' Laboratories, Inc., or any other nationally recognized testing laboratories.

(h) "Roof of vault" means the ceiling or roof of a single vault, or the ceiling or roof of the topmost vault of a tier; not the slab between vaults in a tier, which is classed as a floor.

Sec. 11-8-2. Design of vault

(a) In a fire-resistive building, the vault may be of either the ground-supported or structure-supported type. In a nonfire-resistive building the vault shall be of the ground-supported type. Walls of the building shall not be used as walls of the vault.

(b) The vault shall be located in a normally dry place, preferably accessible to the section of the building where the records are used.

(c) Standard record vaults shall not exceed fifteen thousand cubic feet in volume, and the interior height shall not exceed ten feet.

(d) A vault shall be of such design and construction as to insure that the structure will withstand satisfactorily all of the conditions which a severe fire may impose on it. Plans and specifications shall be prepared and construction supervised by a registered engineer or architect.

Sec. 11-8-3. Foundation

(a) **Structure-supported vaults.** The supporting structure shall be of adequate strength to carry the entire load of the vault and its contents. There shall be no combustible material in any portion of the supporting members of the structure. Structural members of the building which support the vault shall have all steelwork protected by at least four inches of fireproofing concrete.

(b) **Ground-supported vaults.** Foundations for ground-supported vaults shall be reinforced concrete adequate for the entire load of the vault structure and contents. Supporting structural members shall have all steelwork protected by at least four inches of fireproofing concrete.

Sec. 11-8-4. Floor

(a) **Structure-supported vaults.** The floor of the fire-resistive building may serve for the floor of the vault, if it is of noncombustible construction throughout and complies with the following requirements: (1) The floor of the vault shall be reinforced concrete not less than six inches thick; if exposed to undue fire hazard from outside the vault, it shall have a thickness equivalent to that required for the walls. (2) The floor of the vault shall not be pierced for any purpose. (3) No wood or other combustible material shall be used for flooring surfacing.

(b) **Ground-supported vaults.** Where the floor of the vault rests on grade, or on compacted gravel fill, the minimum thickness shall be that required to support the load. In all other cases minimum thickness shall be six inches. The requirements in subdivisions (1), (2) and (3) of subsection (a) for structure-supported vaults shall apply, and in nonfire-resistive buildings the floor of the vault shall be independent of the floor construction of the rest of the building.

Sec. 11-8-5. Walls

(a) **Construction.** (1) Walls shall be reinforced concrete, or brickwork with vertical as well as horizontal joints filled with mortar; or, in a fire-resistive building, a framework of heat-protected steel or reinforced concrete with panels of reinforced concrete or brickwork. Reinforcement for concrete shall consist of steel rods at least one-half inch in diameter spaced six inches on center and running at right angles in both directions. Rods shall be securely wired at intersections not over twelve inches apart in both directions and be installed centrally in the wall or panel. (2) Where a structural steel frame is used the steel shall be protected with at least four inches of concrete, brickwork or its equivalent, tied with steel ties or wire mesh equivalent to No. 8 A.S.W. gage wire on eight-inch pitch. Brick protection if used shall be filled solidly to the steel with concrete. (3) The walls of a structure-supported vault shall follow the panels of the building wherever possible and shall extend from floor to ceiling of the building in each story where a vault is located. If vaults are located on more than one floor of a building, they should preferably be placed one above the other in the several stories. (4) No combustible material shall be used for trim or partitions.

(b) **Thickness.** Walls for four-hour vaults shall be not less than eight inches thick if of reinforced concrete or twelve inches if of brick; walls for six-hour vaults, not less than ten inches thick if of reinforced concrete or twelve inches if of brick. Heavier walls may be required to take care of unusual structural conditions, loads or local hazards.

(c) **Openings in walls.** (1) Interior walls of vaults, that is, those walls which are entirely within the building, shall be unpierced except for protected openings which are required for essential facilities specifically mentioned in this standard. Door openings shall be protected with vault doors. (2) Exterior walls of vaults, that is, those which are exterior walls of the building, shall be unpierced except by exhaust vents essential for proper ventilation. Such openings shall be protected with approved dampers or with approved fire doors suitable for openings in exterior walls. (d) There shall be no openings from vaults into elevator, stairway, conveyor or other shafts.

Sec. 11-8-6. Bonding of wall, floor and roof

The requirements of sections 2237, 2238, 2239 and 2242 (e) of NFPA Standard No. 232, Protection of Records, shall be strictly observed.

Sec. 11-8-7. Roof

(a) **Structure-supported vaults.** In structure-supported vaults, the roof or floor of the fire-resistive building may serve for the roof of the vault, if it is of noncombustible construction throughout and complies with the following requirements: (1) The roof of the vault shall be of reinforced concrete on reinforced concrete or protected steel supports. (2) The roof of the vault shall be at least six inches thick; if it is subject to unusual impact or exposed to undue fire hazard from outside the vault, it shall have a thickness equivalent to that required for the walls. (3) All interior structural steel shall be protected with at least two inches of fireproofing. (4) Roofs of vaults shall not be pierced for any purpose.

(b) **Ground-supported vaults.** In ground-supported vaults, the requirements in subdivisions (1) to (4), inclusive, of subsection (a) shall apply. In addition, in a nonfire-resistive building, the roofs of vaults shall be entirely independent of the wall, floor, ceiling, columns, piers or roof construction of the building.

Sec. 11-8-8. Vault doors

(a) **Classification.** Each door opening in the vault shall be provided with a vault door unit bearing a rating, in hours of fire-resistance, comparable to the classification of the walls of the vault. Ordinary fire doors such as hollow metal, tinclad, sheet metal or metalclad types, steel plate types and file room doors are not acceptable as vault doors.

(b) **Installation.** Installation of the vault door unit shall be made in conformity with instructions supplied by the manufacturer and shall be entrusted only to those experienced in such installation work.

(c) **Escape Device.** The door-locking mechanism shall be of a type enabling a person accidentally locked inside the vault to open the door from the inside.

Sec. 11-8-9. Dampproofing

When the walls, floor or roof of a vault are dampproofed, methods and materials used shall be such that the desired fire-resistance of the vault shall not be impaired.

Sec. 11-8-10. Services to vault

(a) **Lighting.** (1) Lighting shall be electric, with all interior wiring in conduit and installed in accordance with the National Electric Code, NFPA No. 70. Conduit if exposed shall preferably

be located on the ceiling; where it is carried through the wall of the vault the hole shall be made as small as possible and the space around the conduit shall be completely filled with cement grouting. Floors and roofs shall not be pierced for conduit. (2) The wiring shall provide as many fixed lamps as needed for adequate illumination, and may provide a reasonable number of convenience outlets. There shall be no pendant or extension cord within the vault. (3) Wiring shall be so arranged that both wires of the circuit are disconnected when the lights are out. Main switches shall be outside the vault and provided with a pilot light.

(b) **Heating.** Heating shall be by hot water, steam, approved radiant electrical units or forced warm air heating. See subsection (c) for the standard to be followed in installing forced air duct work. Coils or radiators shall be so located as to avoid the possibility of any records coming in contact with them. Piping should preferably be placed overhead. Where the pipe is carried through the wall, the hole shall be made as small as possible, the pipe provided with a close-fitting noncombustible sleeve, and the space around the outside of the sleeve shall be completely filled with cement grouting. Floors and roofs shall not be pierced for piping. Open flame heaters or portable electric heaters shall not be used.

(c) **Ventilation.** Ventilation of the interior should preferably be through door openings. Where it is imperative that a ventilating system be provided, it should be recognized that the presence of this system adds to the possibility of entrance of fire or damaging heat from outside. To minimize this possibility, the system shall be installed in accordance with the Standard for Air Conditioning Systems, NFPA No. 90A, and the following safeguards shall be taken: (1) All air conditioning apparatus, fans, filters, etc., shall be located outside the vault. (2) Each duct shall be provided with an adjustable fire damper equipped with approved automatic means for closing it and shutting down fans in the event of fire outside or inside the vault. (3) Ducts shall be located so as to avoid the possibility of records coming in contact with them. (4) Where a duct is carried through the wall, its installation shall be such that it will not impair the ability of the vault to protect its contents. The floors and roofs of vaults shall not be pierced for ducts.

Sec. 11-8-11. Vault operating practices

(a) **Equipment.** (1) Filing equipment shall be noncombustible throughout. (2) Loose papers shall not be filed on open shelving. (3) Arrangement of filing devices shall be such that they will be in short sections and with ample aisles between for convenient access and to retard the spread of fire. (4) Open-front containers should be located at least thirty-six inches away from door openings; fully enclosed containers at least four inches away from door openings. (5) The bottoms of the lowest record storage spaces should be not less than four inches above the floor of the vault.

(b) **Supervision.** The vault shall be under responsible supervision from opening until closing time and inspections shall be made daily, particularly before closing time, to insure that all containers are closed, no records are left on top of containers or elsewhere exposed, all waste papers are removed, and vault doors are closed and locked.

(c) **Housekeeping.** (1) General cleanliness shall be of the highest type. (2) No materials other than records and record storage equipment shall be permitted in vaults at any time. (3) Safety photographic film may be treated as records, but flammable nitrate film shall not, under any circumstances, be kept in record vaults. (4) Smoking inside vaults shall be forbidden, and "No Smoking" signs shall be prominently displayed.

Sec. 11-8-12. Fire Resistive Safes

No safe, file cabinet or record container in which records designated by the public records administrator as essential operating records of the state or of any of its political subdivisions are housed shall bear lower than a Class C rating, as established by Underwriters' Laboratories, Inc., or any other nationally recognized testing authority, unless such safe, file cabinet or record container is protected within a suitable fire-resistive vault. The public records administrator may, if the importance of the records to be housed or the severity of the environmental fire hazard warrants, require the use of Class B or Class A equipment, as so established.