

**CITY OF GARDINER, MAINE
REQUEST FOR PROPOSALS
BOILER REPLACEMENT**

The City of Gardiner, Maine is requesting proposals from qualified heating and plumbing professionals.

A pre-proposal meeting will be held:

10:00 am on Thursday, May 7th, 2009 at Gardiner City Hall

All interested parties are encouraged to attend. The existing boilers and buildings will be made available for inspection.

The City of Gardiner is interested in evaluating both heating and domestic hot water options including oil fired and other suitable alternatives.

Two (2) copies of the Proposal must be clearly marked: "Boiler Replacement and Alternatives City of Gardiner" **Completed proposals must be delivered by 12:00 Noon on Friday, May 15th, 2009 at Gardiner City Hall to the City Manager's Office and addressed to:**

**Chuck Applebee Wastewater & Public Works Director
City of Gardiner
6 Church St.
Gardiner, ME 04345**

Submittals delivered after the deadline will not be considered.

BACKGROUND

- The City of Gardiner Public Works Department Boiler is in need of being replaced. The current boiler is:

Burnham – Low Pressure Cast Iron Boiler
Model V907A
Serial 64156638
Gross Output 959 MBH
Max oil 8.3 GPH

- The City Hall and Fire Department Boilers are in need of being replaced. The existing boilers are:

Fire Department
Burnham – Low Pressure Cast Iron Boiler
Model V907

Serial 7601761
Gross Output 794 MBH
Max oil 6.9 GPH

City Hall
Well McLain – Cast Iron
Boiler Size – BL – 584WF
H2718
Max oil 6.5 GPH

The Gardiner City Hall and Fire Department have been remodeled over time so that today's boiler zones may not align with the current office setup.

SCOPE OF SERVICES

Contractors are encouraged to submit for the City's consideration options to provide both heating and domestic hot water.

Options the City would like to evaluate include but are not limited to:

Simple boiler replacement –cold start, multiply boiler set ups
Propane Gas Options
Green options
Combination of the above
Other Options
Waste Oil for Public Works

PROPOSAL SUBMISSION REQUIREMENTS

The proposals may be in any format that works best for RFP respondents, but shall include as a minimum, the following information:

- **Company profile:** Firm size, qualifications and services.
- **Project Team:** Names of project manager and relevant staff members that will be assigned to this project with their capabilities and experience with similar projects.
- **Workload Capacity:** Companies' workload and capacity to perform the work on a reasonable schedule. Contractors must provide a schedule including final completion date.
- **References:** Names, addresses, and telephone numbers of current or recent clients familiar with the work of your firm (three suggested). Include a contact person and telephone number for each reference.
- **Cost Proposal:** A. Provide a cost proposal for each option your company offers as viable for consideration. B. Provide a separate cost proposal for rezoning City Hall based on the current office configuration. **Note:** The final scope of the project and cost will be negotiated between the City and the preferred Contractor.
- **Energy Usage-** Provide estimated energy use (gallons, kwh, etc) that would be expected for each option provided (on an annual basis) for each location.

- **Efficiency Ratings** – Provide manufactures efficiency rating for each proposed option
- **Sub Contractor** - Proposals contemplating the use of sub-contractors must include the information requested in this section for each sub-contractor.
- **Additional Data:** Provide any additional data you consider essential to the submittal.
- **Identify Rebate Programs** – Identify incentive programs that offer savings or grants to the City for each option. Outline the process in which incentives could be obtained for each option.
- **Insurance** - Proof of both general liability insurance and workers compensation insurance.

SELECTION PROCESS AND CRITERIA

The proposal review team will include the Wastewater & Public Works Director, and the Public Works Supervisor and Utility Clerk. The following guidelines will be used when reviewing and ranking the proposals:

1. Project team qualifications and relevant experience with similar projects	10 Pts
2. Fit and long term viability	35 Pts
3. Reference’s satisfaction with quality and timeliness	10 Pts
4. Cost based on the Proposed Project and long term operating costs.	25 Pts
5. Availability and ability to meet City Deadline	<u>20 Pts</u>
Total Possible Points	100 Pts

The Contractor who submits the highest ranking Proposal may be selected for an interview. If an acceptable contract cannot be negotiated the Contractor who submits the second ranking Proposal will be contacted.

Following final selection, the parties shall execute a contract based on this RFP and the selected proposal. Project work under this proposal may not begin until the City of Gardiner and the successful Contractor execute a Contract.

GENERAL CONDITIONS AND REQUIREMENTS

Indemnification: The selected Contractor shall agree to indemnify and hold the City harmless from claims, demands, suits, causes of action and judgments arising from the Contractor’s performance, including claims of professional malpractice or negligence.

The City of Gardiner reserves the right to accept or reject any or all proposals; waive any defects, informalities and minor irregularities; to accept exceptions to these specifications; to negotiate any or all conditions and make such award or act otherwise as it alone may deem in its best interest.

Insurance: A copy of the Contractors liability insurance and Workers Compensation Insurance must be included with this proposal,

QUESTIONS

Any questions or comments concerning this RFP or the project shall be directed only to Chuck Applebee at 582-1351.