

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
September 12, 2024**

Resolution No. 024-205

**Publish a Request for Proposals (RFP)
Intended for Labor and Materials to Replace
Four (4) Existing Rooftop HVAC Units**

WHEREAS, the Town of Plattsburgh is seeking proposals for labor and materials to replace four (4) existing rooftop HVAC units for the Town of Plattsburgh office building; and

WHEREAS, the full text of the Request for Proposals will be located on the Town of Plattsburgh website under Public Notices and should be reviewed by all potential bidders; and

WHEREAS, The Town of Plattsburgh will rank the responses received on an evaluation of the firm's ability to provide services to municipal clients, technical skills, experience and reference information. The Town of Plattsburgh reserves the right to reject any or all proposals and to conduct interviews at its sole discretion. Responses must be sealed and marked Rooftop HVAC System Replacement Services and received at the Town of Plattsburgh by 12:00 pm, on Friday, September 27, 2024; and

WHEREAS, additional information regarding this Request for Proposals may be obtained by calling Mike Drew, Buildings and Grounds Superintendent, at (518) 562-6863, Monday – Friday (7am-2pm), emailing: miked@townofplattsburgh.org or by going to the Town of Plattsburgh website. An on-site walkthrough of the existing systems will be held on Thursday, September 19, 2024 at 9:00AM. All bidders planning to attend the walkthrough must RSVP with Mike Drew at (518) 562-6863; now, be it

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to solicit and receive formal sealed bid proposals for Labor and Materials to Replace Four (4) Existing Rooftop HVAC Units to administer and deliver the scope of services, and that the Town Clerk post notice on the Town's Clerks bulletin board and post on the Town's Website; and, it is further

RESOLVED, that a copy of this Resolution be given to the Buildings and Grounds Superintendent, Finance Manager, and the Town Clerk.

Motion: Charles A. Kostyk

Seconded by: Dana M. Isabella

Discussion: None

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u> x	<u>Tabled</u>
Thomas E. Wood			x		
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				



TOWN OF PLATTSBURGH

BUILDINGS & GROUNDS

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FAX: (518)-563-8396

TDD: (800)-662-1220

SUPERINTENDENT

MIKE DREW

BUILDING & MAINT. SUPERVISOR

RICHARD RASCOE

Request for proposals for labor and materials to replace 4 existing rooftop AC units with 4 new AC/Natural Gas units, required electrical wiring/disconnects/breakers tied to existing electrical system, required natural gas valves/regulators/piping through wall to existing natural gas system, 4 thermostats/wiring, start-up and test each unit. Proposals to include warranty information.

SCOPE OF WORK:

1. Remove 4 existing rooftop AC units. (2 – Aeon units and 2 – York units)
2. Install 2 curb adapters at Aeon unit locations.
3. Install 4 York rooftop AC/Heat units Model # B67-590 ZE060H12A2A1AAA1A4
4. Install 4 – Honeywell Pro 6000 thermostats and thermostat wire.
5. Install 4 weatherproof non fused 60A disconnects
6. Electrical connections as required.
7. Install shut off valves and step-down regulators to each unit.
8. Install gas piping from existing natural gas system through wall and to each unit.
9. Paint exposed exterior gas piping.

CONTRACTOR RESPONSIBILITIES:

1. Liability Insurance in the amount of \$2,000,000 with Town of Plattsburgh named additional insured.
2. All permits and associated fees.
3. Installation of units in workmanlike manner.
4. Equipment required to perform installation (ie: crane)
5. Disposal of existing units.
6. Required inspections including but not limited to gas, electrical, and codes enforcement.

OTHER:

1. Labor rates to be calculated based upon prevailing wages.
2. The Town reserves the right to reject any and all proposals.
3. Pre-bid project walk through is scheduled for Thursday September 19th at 9:00 AM.