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# **Request for Proposals**

## **Controls System Replacement – Town Hall**

### **March 4, 2019**

The Town of Falmouth seeks qualified contractors to replace the controls system at Town Hall, located at 271 Falmouth Road, Falmouth, Maine 04105. The current system is comprised of multiple VAV units, installed at various stages. The town is seeking a fully integrated, interactive system. A mandatory pre-bid meeting will be held on Thursday, March 28, at 10:00 am, inside Council Chambers at Town Hall.

Each bid shall be submitted to Town Hall in a sealed envelope clearly marked with the bidder's name and "Controls System Replacement" on the outside. Pricing information should include one amount for the whole project, as well as hourly rates. Electronic bid copies will not be accepted. The bid deadline is noon on Tuesday, April 16, 2019. Bid information is available at <https://www.falmouthme.org/current-bids-rfps/pages/current-bids-rfps>.

Unless otherwise specified, general information questions regarding the project and/or interpretations of specifications during the bidding period shall be addressed only in writing. No questions will be answered in-person or via telephone. Questions should be e-mailed to:

Melissa Tryon  
Town of Falmouth  
271 Falmouth Road  
Falmouth, ME 04105  
[mtryon@falmouthme.org](mailto:mtryon@falmouthme.org).

### **Contract Details and Specifications**

1. The scope of work must include DDC controls, an integrated system to control heat and air conditioning, and integrate the existing boiler. System must operate upon final acceptance.
2. System must be adaptable and interactive and able to be expanded into a campus environment.
3. The system should not be proprietary – town must own the license.
4. The system should have a basic warranty, with the option to increase it.
5. The contractor must provide training on the new system for town employees.
6. All sub-contractors are the responsibility of the winning bidder.
7. Contractor is responsible for being familiar with the existing condition of the system

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8. All debris will be removed by the contractor at the completion of the work. The contractor shall be responsible for the disposal of any materials (existing controls, materials used, etc.). Any substandard equipment should be identified during the installation phase and communicated to the Town.
  9. The contractor shall be responsible for establishing work zone areas, which shall not conflict with department operations.
  10. The contractor is responsible for complying with all Federal, State, and Local Laws.
  11. The work shall be completed no later than August 30, 2019.
  12. The contractor shall invoice the Town for payment no later than September 13, 2019.
  13. Bidders shall supply to the Town their certificate of liability insurance.
  14. The selected contractor shall enter into the Town's standard contract agreement.